



CoC APR Guidebook

For APRs submitted in *Sage*

Version 5

May 2020



The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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GUIDEBOOK CHANGES

Date	Change
April 2017	APR guidebook (v.1) published
April 28, 2017	Match calculation text clarification
April, 2018	General updates (screen shots, guidance, functionality) in <i>Sage</i> .
October, 2018	Coordinated Entry (CE) APR added
March, 2019	YHDP Planning grant added Bed and Unit Inventory Updated
September, 2019	APR guidebook (v4) published - fully updated to correspond to the APR using 2020 Data Standards and v1.4 programming specifications.
May, 2020	Updated for new dashboard functionality in <i>Sage</i> and new RESOURCES tab. Moved YHDP Planning Grant to YHDP – APR Guidebook.

INTRODUCTION

HUD requires Continuum of Care (CoC) recipients (including recipients of funds under the CoC Program, Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program) to submit Annual Performance Reports (APR) within 90 days from the end of their grant operating year. Beginning April 1, 2017, HUD required all CoC recipients to submit their APRs in **Sage HMIS Reporting Repository**, regardless of when HUD initially funded their grants. HUD uses the APR to track the progress and performance of HUD-funded grants. HUD switched to **Sage**—from *e-snaps*—to allow recipients to submit data from their Homeless Management Information Systems (HMIS)—or comparable databases—via a [Comma Separated Value \(CSV\)](#) import to eliminate the manual data entry requirement and to help recipients, CoCs, and HUD to generate accurate reports.

Grant information in **Sage** is populated on a regular basis from the grant application information in *e-snaps* and the date, term, and financial information from the Line of Credit Control System (LOCCS).

This guide supersedes other HUD-issued APR submission guidance.

USING SAGE

Dashboards present the information contained in **Sage** to entities (recipient organizations and CoCs); each entity has their own unique dashboard in **Sage**. The Recipient dashboard shows only the APRs for grants that were awarded to the Recipient through one CoC. There the Recipient user can complete an APR, review older previously completed APR's, and run reports. Recipients who are funded through multiple CoCs will have a dashboard affiliated with each of those CoCs. The CoC dashboard allows CoC staff to view APRs and run project and continuum wide reports. No data may be entered on an APR via the CoC Dashboard.

The dashboard graphs in **Sage** are taking data from the Annual Performance Reports (APRs) to provide a visualization of some of the performance indicators of projects. The data from the HUD awards, and the submitted APRs, are shown on the Visualization Charts. There are 2 different dashboards related to the Continuum of Care (CoC):

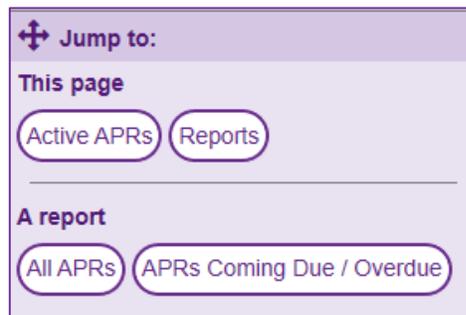
1. The **Recipient Dashboard** is used by grant recipients to track their APRs with HUD. The dashboard lists all the APRs for grants that the individual recipient has contracted with HUD. Recipients may have more than one dashboard if they are funded through more than one CoC.
2. The **CoC Dashboard** shows information about all the projects funded from HUD's CoC and YHDP programs within the CoC area. This Dashboard can be used by the CoC as a management and allocation tool to support the planning and administration of the CoC locally. CoC Dashboard users may not enter data into APRs but can view all APRs submitted within their CoC, as well as view specialized CoC level reports.

Navigation



At the top of each page in *Sage* is the navigation bar.

- **Dashboards** is your link to return to your “home page” or Dashboard from wherever you are.
- [Resources](#) is the repository for *Sage* Guidance and information.
- **Change Entity** enables a user affiliated with multiple entities (e.g. the CoC and the recipient of the planning grant, or recipients affiliated with more than one CoC) to move between their dashboards without having to log out of *Sage*.
- **Admin** is available only to those users who have “Account Admin” in their user level titles. Admin enables an administrator to review pending users and to update or deactivate an individual users account.
- **My Account** opens the user form of the specific person logged onto *Sage* to manage their account information.
- **Log out** closes the session in *Sage*.
- [Search](#) enables a quick search of the system for a specific grant number or entity. The Search function will only show the user information in *Sage* that their user level permits them to view.



Jump to buttons are links which enable a user to quickly move around the page to the table of their active APRs, their Reports. It also has links to two key reports: *All APRs* which is a list of all the APRs since FY2012 which are associated with the entity and *APRs Coming Due / Overdue* which provide users a list of work coming up or overdue.

Visualization Charts

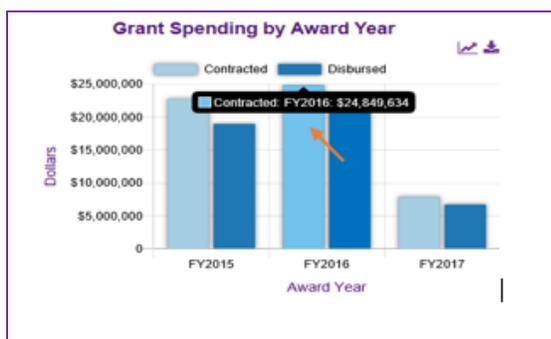
On the top of all CoC and Recipient Dashboards there are a series of charts that enable the visualization of data that has been submitted in the APRs through *Sage*.

Dates Used in Charts

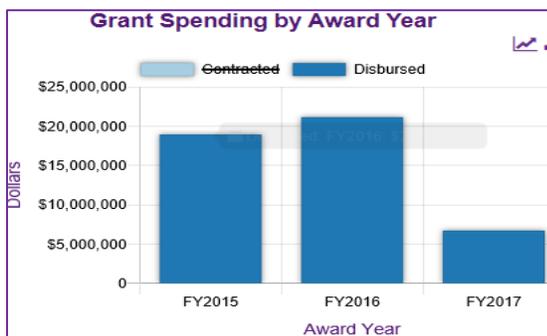
The data shown on the dashboard is based on the award year of the grant. Grant numbers identify the award year. For example, grant number CA1234L9D00I701 indicates this grant is from federal fiscal year (FY) 2017 funds. A grant showing an FY17 grant number generally was operational (i.e. serving clients) during calendar years 2018 and 2019.

Visualization Chart - Functions

- **ZOOM** - hover over the chart with a mouse and the zoom function appears. Click on it and the chart will pop out for ease of viewing and printing.
- **What's included here** - hover over these words and a pop up will display specific information about the source of the data.



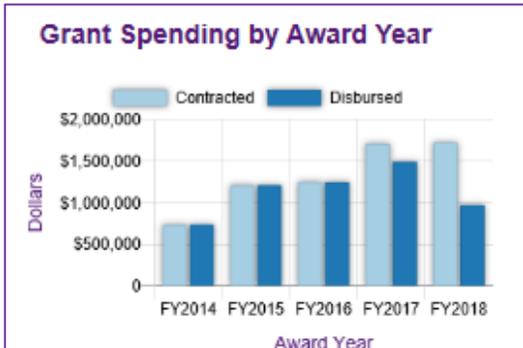
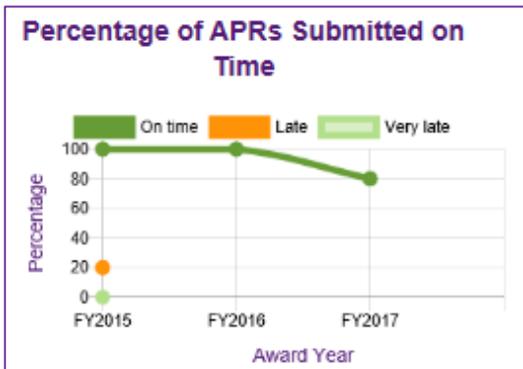
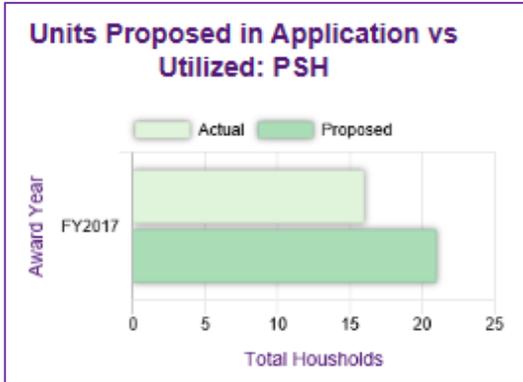
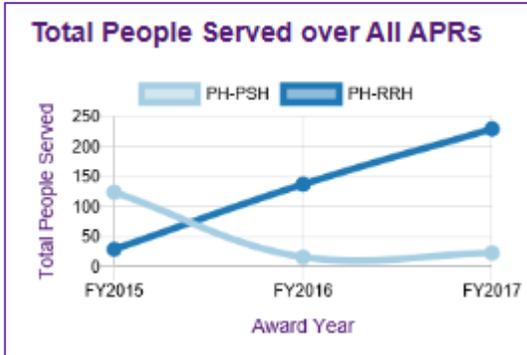
- Data descriptors (i.e. counts, dollars, etc.) for each chart can be seen by hovering over the graphic element (bars, lines).
-  The down arrow icon found in the chart in zoom mode enables a .pdf download of the chart.
- The charts can be customized by clicking on the chart detail element (e.g. contracted vs disbursed or project type) and clicking on one to delete it from the chart. Customization, such as removing chart elements, will be preserved in the downloaded version of the chart.



Visualization Chart - Data Source

There are 7 different charts on each Dashboard. The more grants an entity (Recipient or CoC) has, the more detailed the visual display will be.

Visualization Chart Screenshot



Data Source Information

Total People Served over All APRs:

The data comes from 6 different project types funded through the CoC Program: Permanent Supportive Housing, Rapid Re-Housing, Safe Havens and Transitional Housing, SSO-Street Outreach and SSO - with housing outcomes. The APR's CSV upload from Q7a *Number of Persons Served* (row 4) is the data used. The APRs used are in one of the following status situations: submitted, awaiting director review, or accepted.

Units Proposed in Applications vs Utilized

The dashboard has three distinct charts to compare units proposed to utilized. There is a chart for Transitional Housing (TH), Permanent Supportive Housing (PSH), and Rapid Re-Housing (RRH).

The *Actual* data comes from the APR's CSV upload on or after 10/1/2019 from Q8b *Households Served-Point in Time* (column 1) indicating the households served. All reporting is on households who moved into housing. Data from the Point-In Time total column is averaged across the year. The *Proposed* data comes from the grant award in e-snaps. The APRs used are in one of the following status situations: submitted, awaiting director review, or accepted.

Percentage of APRs Submitted on Time

Data comes from the first submission date of the APRs.

- On time means the APR was submitted within 90 days after the report end date.
- Late means the APR was submitted between 91 and 120 days after the report end date.
- Very late means the report was submitted more than 120 days after the report end date.

Grant Spending by Award Year and Grant Spending for Active Grants

Data comes from the data on grant spending for both charts from eLOCCS. *Contracted* indicates the amount of funds HUD awarded the project(s). *Disbursed* reflects the actual amount of funds drawn from eLOCCS. *Active Grants* means all grants which have started and not ended or have ended within the last 90 days.

APR Table

The table of APRs has been consolidated into a single table to show all APRs where the operating end date has passed, and the APR has either not been submitted yet, or the submission has not been accepted by the HUD CPD Field Office.

The due dates on the table are color coded and correspond with the APRs Submitted on Time chart. If the APR is overdue and the recipient has not received an extension for submission by the HUD CPD Field Office, the APR must be completed and submitted as soon as possible.

To see a report listing all the grants of the entity click All APRs. To see a report of APR submissions, click on APRs Coming Due / Overdue.

Sorting and Filter Functions

The tables in *Sage* have a variety of functions to assist in searching and sorting the information on the tables.



On the right side of each column title, use the **triangle symbol** to sort the list alphabetically or numerically by the information in that column.

The **Show entries** dropdown enables you to select the list size that appears on the screen.

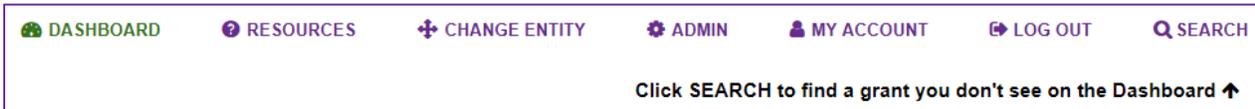
The **Filter box** allows the user to search for, and navigate to, a term (name or number) appearing on the list.

The Filter by Grant Type provides a drop-down list of the types of grants funded by the entity.

The Filter by Status allows you to filter based on the current status of the APR.

The **function keys** enable the list to be exported to Excel, or to copy the current page to a clipboard, to use in Word or Excel.

Searching



If you cannot find your grant listed in the **Not Started** box, use the SEARCH function in *Sage* on the navigation bar to locate the grant and begin the APR. If the recipient is still unable to locate the grant it should submit an [AAQ to the HUD Exchange](#).

Terms used in Sage

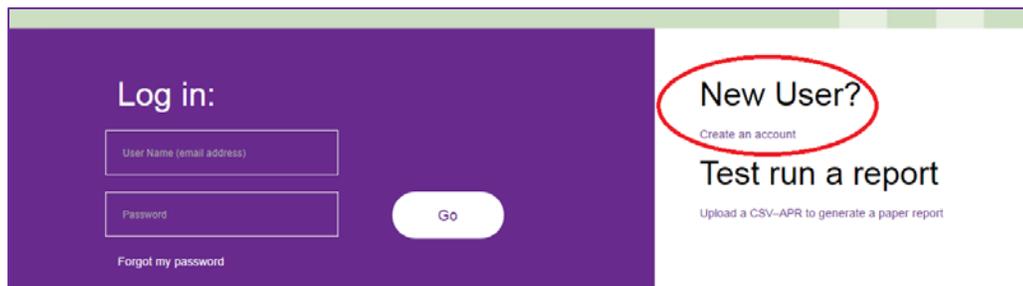
Sage was designed to provide access to the same information to multiple parties: the recipient, the CoC, and HUD. Because *Sage* is used by different programs to report on their grants there is a common language developed for *Sage* that crosses all grant programs:

- **Position:** The party using *Sage* based on their work – recipient, CoC, and HUD staff.
- **Entity:** The organization the user is affiliated with. An organization is a specific grant recipient, CoC, or CPD Field Office. If a *Sage* user holds more than one position, (e.g. they work with the organization responsible for the CoC process and must complete an APR for a planning grant), they will have two entities they are affiliated with, (the CoC entity and the recipient of the planning grant entity) in one user account.
- **User Level:** The level of access an individual user has to *Sage*.
- **Dashboard:** The landing page for each Entity.

Creating an Account in Sage

The *Sage HMIS* Reporting Repository is a web-based reporting portal which can be accessed at www.Sagehmis.info. All users must create an account and be authorized to use *Sage* prior to viewing or editing any information. To create an account, go to www.Sagehmis.info

1. Click the **Create an account** link under New User?



2. Complete the form with the user's contact information.
 - a. The user should enter their work email address, which *Sage* will establish as the username and where *Sage will* send email regarding activity.
 - b. Create a password for the account. Passwords must contain:
 - At least 6 characters.
 - At least one uppercase letter.
 - At least a special character (*, \$, #, etc.).
 - At least 1 number.
 - c. Confirm the password, which must match the first password entry. *Sage will* prompt the user to correct passwords that do not match.

- Identify the **access** the user needs by selecting the **position** and the appropriate associated **entity** as follows:

POSITION	ENTITY
Recipient	CoC-number: Legal Name of the recipient (e.g., CA-900: Community Housing, Inc.)

The recipient is the organization that received the CoC grant. Persons associated with the recipient are authorized to use **Sage** to file the Annual Performance Report with HUD. This includes all persons reporting on any of the following types of CoC grants: Transitional Housing; Permanent Supportive Housing; Rapid Re-Housing; SSO—Services Only; SSO—with a Housing Outcomes; SSO—Street Outreach; Haven, Homeless Management Information System (HMIS) Dedicated Grants; CoC Planning Grants; Unified Funding Agency (UFA) Grants; and legacy program grants such as SHP, S+C, and SRO grants.

Note: Recipients of SRO grants will find their entity name as “SRO: Housing Authority Name”. If the Housing Authority has other CoC grants they will require two entity affiliations - one for the SRO and one for the CoC, which begins with the CoC number and is followed by the recipient name

POSITION	ENTITY
Continuum of Care	CoC ID State and Number (e.g. CoC–OH-900)

The CoC position is for persons who administer a CoC, whose access to **Sage** will be either to approve recipients in the CoC to use **Sage** to file their APR or require access to **Sage** to review the APRs that were submitted for their CoC. After users identify a CoC, **Sage** will automatically associate all recipients in that CoC with that CoC account. These users will have read-only access to the information and cannot create or change APRs submitted by recipients.

POSITION	ENTITY
Local HUD CPD Field Office	HUD Field Office- Location (e.g. HUD Field Office-Atlanta)

These are staff in the local HUD CPD Field Office who review the APRs and determine their completeness and status.

POSITION	ENTITY
Special Funding Initiative	YHDP Dashboard

This association enables access for recipients and CoCs funded under the Youth Homeless Demonstration Program (YHDP) to access the YHDP Collaborative Dashboard.

Important Tips for Access

- When entering an entity, type either **CoC - ###** or any word in the legal name of the recipient organization. The search will populate the dropdown list with organizations based on search criteria.
- Users can hold more than one position or be associated with more than one entity.
 - For example: a user could be a recipient associated with one CoC, who is also the CoC Collaborative Applicant who must file an APR as the recipient of a Planning Grant, UFA Grant, or any other grant that HUD awarded to the Collaborative Applicant.

In these cases, or any others where users have multiple associations, click **Add Another Association** after the user has completed its first entry. Users can add as many associations as are appropriate.

+Add Another Association

3. Click **Delete** to remove any incorrect associations on the position or entity that were incorrect.
4. **Sage** uses reCAPTCHA as part of its security. The user will check the box telling reCAPTCHA that it is not a robot, then follow the prompts. reCAPTCHA might generate pictures and instructions for the user to select specific ones or the user can elect to use the audio link to hear cues for the user to enter.



5. Click **Request Account** and an **Account Created** pop up message will display to indicate the user's part of the process is complete. The user will receive an email confirmation to the email account used in setup indicating the account request was generated. The entity authorized to approve the log in will also receive an email indicating the user is awaiting approval.

Request Account

Account Authorization

All **Sage** accounts require authorization. Prior to approving the account, the CoC should ensure that at least one person from each recipient has Data Entry/Account Administration access to **Sage** to allow recipients to manage their own organizations users.

Position	Authorizer
Recipient - CoC	Continuum of Care - Data Viewer/Account Admin
Recipient - CoC	Recipient - Data Viewer/Account Admin
CoC	Local HUD CPD Field Office

After the authorizer has approved an account, **Sage** sends an email indicating the account has been approved and they can now log in with their user ID and password. Please allow 72 hours for approval of access. A training video [How to Create an Account](#) in **Sage** is available on the HUD Exchange.

Sage User Levels

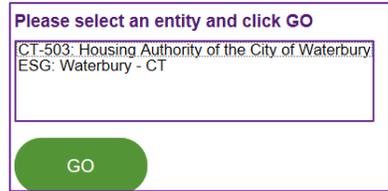
User levels are pre-set to a Data Entry level by default in **Sage**. Access levels in **Sage** are:

1. **User Type–Recipient**
 - a. **Data Entry and Account Admin:** Users with this level of access can enter and edit data in **Sage** and approve access for other users. This level of access will be common for leadership staff at the recipient entity.
 - b. **Data Entry:** Users with this level of access can enter data and submit a completed APR. This is the level of access for most recipients who will enter and submit an APR in **Sage**.
 - c. **Data Viewer:** Users with this level of access can see information in **Sage**; but no ability to enter or edit data.
2. **User Type–Continuum of Care**
 - a. **Data Viewer and Account Admin:** Users with this level of access can view APRs in **Sage** but no ability to enter or edit data. Users can also approve access for other users. This level of access will be common for CoC leadership staff.
 - b. **Data Viewer:** Users with this level of access can see information in **Sage**; but no ability to enter or edit data or to approve access for others. This is the level of access of many CoC staff.

Log in

The site is located at www.Sagehmis.info. The user must have an active account in *Sage*.

Username = the work email address the user provided when they created their account. Password = the code used to access the account that the user originally set up or has subsequently updated.



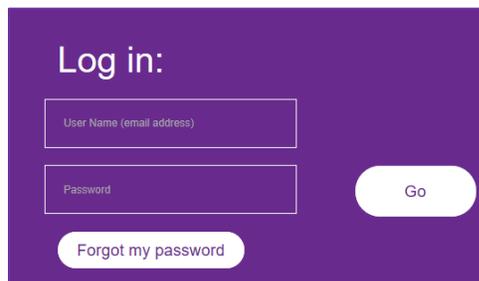
The screenshot shows a dropdown menu with the title "Please select an entity and click GO". The selected option is "CT-503: Housing Authority of the City of Waterbury ESG: Waterbury - CT". Below the dropdown is a green "GO" button.

Select an entity.

When a user logs onto *Sage* (www.Sagehmis.info) they will either be directed immediately to their dashboard (if they are affiliated with only one entity) or will see all entities they are affiliated with. Select the entity that is associated with the work to be done during this session. (Note: to switch entities after logon select CHANGE ENTITY on the navigation bar on the dashboard.)

Password Issues

If you forgot your password use the **Forgot my password** button right below the log in credentials:



The screenshot shows the "Log in:" section of the Sage login page. It includes input fields for "User Name (email address)" and "Password", a "Go" button, and a "Forgot my password" button.

Enter the username and then click on **Forgot my password**. Within minutes the user will receive an email from *Sage* at the email address set up as their username in *Sage*. A numeric code will be on the email. On the log in page enter the **Username** and then the numeric code from the email as the password. *Sage* will log in and immediately require the user to reset their password. Use the temporary code as the current password and then create a new password.

Repeated incorrect attempts to log in using either the wrong username or password will lock a user out of *Sage*. Use the **Forgot my password** link to reset the password using the correct email address as your username.

Help



The user can click the Help button located within each of the Submission Steps to be directed to the specific page of this *Sage* Guidebook related to form on the screen

Resources

Sage has built-in Help and Resources to assist the user with the completion of its APR. The user can find links to the *Sage* APR Guidebook; Quick Reference Guides; and a link to the [HUD Exchange Ask a Question](#) Portal.

Sage HMIS REPORTING REPOSITORY

DASHBOARD RESOURCES CHANGE ENTITY

📖 Guidebooks Available

- CoC APR Guidebook: [link to the document on the HUD Exchange](#)
- ESG CAPER Guidebook: [link to the document on the HUD Exchange](#)
- UFA Guidance: [read or download a PDF version](#)
- YHDP Guidance: [read or download a PDF version](#)
- Field Office Guidebooks are available on the Field Office Dashboard

📄 Other Downloads

- YHDP Supplemental Reporting Tool: [Download and save to your computer](#)

🗨️ Contact AAQ

If you have questions pertaining to Sage technical issues or problems related to completing the APR or CAPER in Sage, please submit your questions to the **HUD Exchange Ask A Question Portal**. To submit a question to the Sage AAQ portal, select "Sage" from the "My question is related to" drop down list on Step 2 of the question submission process.

🔍 Quick Help Information

Sage Accounts

- [Adding access for yourself to another entity](#)
- [Deleting access or closing user accounts](#)
- [Printing an APR](#)

APR Help

- [Revising an APR after Field Office rejection](#)
- [Information on how to read the Bed and Unit Report on the Submission Launchpad](#)
- [Sage status definitions](#)

CAPER Help

- [Changing a subrecipient's project type](#)
- [ESG User Account Approval](#)

📄 Resources on HUD Exchange

- [View list of CoC Geocodes](#)
- More resources: [Resources and assistance to support HUD's community partners](#)

HUD EXCHANGE

Click the Resources button from any page and the user will find:

1. **Guidebooks Available:** provides a link to *Sage* Guidebooks located on the HUD Exchange.
Tip: The user may print the Guidebook. However, the Guidebook is updated based on frequently asked questions and clarification HUD believes is necessary. Therefore, if the user has printed the Guidebook, rather than using the on-line version embedded in *Sage*, please check to be sure the printed copy is the most recent version. The version number and date are changed each time a new guidebook is published.
2. **Other Downloads:** provides access to the most current version of the YHDP Supplemental Reporting Tool required only for YHDP APRs.
3. **Contact AAQ:** use the link to access the Ask A Question (AAQ) support for *Sage* from the HUD Exchange.
4. **Quick Help Information:** brief tip sheets/instructions are provided by clicking a link. The sheets are changed based on FAQs received.
Tip: The user can select a common topic from the drop-down box or type a keyword to see if there is Quick Reference Guide that will address specific function (e.g. adding an affiliation, deleting a user, etc.) or to find other helpful information.
 - a. Resources on HUD Exchange provides a link to the CoC Geocodes used in HMIS systems for Q4 in the APR and to the *Sage* section of the HUD Exchange itself.

Test Run a Report

Sage has a built-in testing system for the CSV-APR Report file which can be accessed at www.Sagehmis.info without logging into *Sage*. It will test the CSV-APR Report and allow the user to run a report and print the results of the APR. It will **not** save the APR in the *Sage* system.



Anyone may test a file with or without having logon access to *Sage*. HUD strongly recommends Vendors of HMIS Systems, Vendors of Comparable Database Systems, and HMIS System Administrators test their CSV-APR Reports when released for use or updated by the developer.

Note: Testing an APR without logging onto *Sage* DOES NOT attach the CSV-APR file to an APR Submission or report to HUD. It only enables the user to test the CSV-APR Report.

To test the CSV-APR Report files, the user must have the single .ZIP file available on its computer either on the desktop, in its files, or accessible through a server.

Click **Upload a CSV-APR to generate a paper report**. The user will be taken to an upload page. Follow the directions on the page to test the CSV-APR Report files. After following the steps, click **Upload and Test**. The **Results** message will identify if the **CSV-APR has passed all validations** or will identify if there are [structural](#) or [validation](#) errors.

If the CSV-APR has passed all validations, the user is able to click **Create Report**. This page will display when the CSV-APR is ready for viewing. Click **VIEW THIS REPORT**.

If the CSV-APR has errors, the user must fix the data in HMIS and create a new CSV-APR Report for testing. *Sage* has a built-in way for the user to email itself or its HMIS Lead the error information right from the *Sage* results screen. The user may email multiple persons by placing a comma (,) between the email addresses.

Follow this link to the full instructions for [upload](#).

APR Submission Launchpad

You Are Viewing the Submission for	11/1/2018 - 10/31/2019		VIEW RELATED SUBMISSIONS
Submission Status	10/31/2019	Not Started	VIEW
Imported Grant Information	3/9/2020	Import complete	VIEW

There are three different potential actions to use the forms on the Submission Launchpad:

- ADD creates a new form for the first and any subsequent reviews of the same APR.
- EDIT to (erase) correct a mistake made in a form prior to sending it forward.
- VIEW to view a form that was previously submitted and is not available for editing.

Submission Dates/Operating Year:

The dates in the “You Are Viewing the Submission for” field are the dates the APR is generated for and reflects the Operating Year of the grant. The CSV APR Report must be run on this date range. Multi-year grants file an APR each year of the multi-year term. The dates are imported into *Sage* from the eLOCCS System and cannot be manually changed by the recipient. By clicking on “VIEW RELATED SUBMISSIONS”, you will be able to VIEW other APRs within the series (i.e. those with the same PIN) that have been submitted through *Sage*, including their dates and their current status.

Operating dates work as follows:

- For new grants without capital costs (acquisition, rehabilitation, or construction costs), operating start dates are set in eLOCCS by the recipient with the first drawdown of funding for eligible leasing, rental assistance, operating, supportive services, or HMIS costs. The date is set as the first day of the month in which the recipient or subrecipient begins incurring eligible costs. For renewals, the dates must run consecutively without overlap. For example, if the operating year of a grant is October 1, 2019 to September 30, 2020, the operating start date for the renewal of this grant is October 1, 2020.
- For grants with capital costs (e.g., acquisition, rehabilitation, or construction costs), the operating start date is the first day of the month in which the recipient or subrecipient begins serving program participants and incurring eligible homeless assistance costs (e.g., supportive services, operating costs). The date is set by the recipient at the time of first draw down of non-capital costs (i.e. costs not associated with acquisition, rehabilitation, or construction), in eLOCCS. APRs will not be generated until after the operating start date is set. Reporting on the progress of acquisition, rehabilitation, or construction related activities is provided directly to the field office.
- If a grant is extended under formal agreement with HUD, the operating year is also extended. For example, if the operating year was October 1, 2019 to September 30, 2020, and the grant was extended three months, the operating year will end on December 31, 2020. If the grant is renewed, the operating start date for the renewal will then be January 1, 2021.
- The operating years for multi-year grants are consecutive based on the term of the grant following the same rules as the one-year grant dates described above.
- If the operating year on the APR in *Sage* is not correct, it is because the dates are not correct in eLOCCS. If the operating year needs to be corrected, the recipient must contact their HUD Field Office CPD Representative.

Submission Status:

The Submission Status date is the date on which the status was set in *Sage*.

The following are Status Setting which define the current status of the APR:

Status	Status Definition
Accepted	The APR has been reviewed by the CPD Representative and approved by the CPD Director. All work on this APR is complete. The APR locked and may not be changed.
Already Submitted in e-snaps	Indicates the APR was filed in e-snaps.
Awaiting Director Review	The CPD Representative has reviewed the APR and is recommending approval to the CPD Director.

e-snaps data received; no LOCCS data received yet	The grant information from e-snaps has been loaded into <i>Sage</i> for the APR but no data is being received by <i>Sage</i> from LOCCS. This is either because the operating year has not yet begun, or no funds have been drawn from LOCCS, or the data is not yet prepared by HUD for transfer to <i>Sage</i> .
In Progress	The recipient has opened the APR and saved at least one form, thereby beginning the submission process.
In Progress – Needs CSV-APR Exception	The recipient has gone through the process of identifying the grant for which they cannot generate a CSV file from a comparable database system and is requesting the Field Office consider a one-time exception to filing in the CSV-APR format. Granting the exception enables the recipient to complete a special excel spreadsheet with the APR information. If the exception is approved the status will return to “In Progress”.
Operating start date set in LOCCS; year not finished yet	The grant information from both e-snaps and LOCCS are transferring into <i>Sage</i> . The operating year, as indicated in LOCCS by the operating start date plus the term in months, has not yet ended.
Not Started	The operating year has ended, and the recipient has not begun any work on the APR in <i>Sage</i> .
Rejected	The CPD Representative has returned the APR to the recipient because the submission was incomplete or incorrect. The APR is moved back to the “In Progress” section of the dashboard and is unlocked and may be corrected.
Submitted	The recipient has completed the Apr and submitted it to the Field Office. The APR is locked, and no further changes may be made to it.
Terminated and Consolidated	Indicates the grant was consolidated into another grant (the surviving grant) and this grant was terminated in that process.

APR Forms:

Each form on the Submission Launchpad is a required form unless the status is noted as optional. APRs for different component types require different forms. To complete a form, click on the “ADD” link, complete the information, and SAVE the form.

Edits may be made to any form prior to submission to HUD, or upon return from HUD due to the rejection of the APR submission. Click on the EDIT link to reopen the form for changes or corrections. APRs submitted or approved will not have the EDIT function and are not able to EDIT the work.

Submission Steps	Date Last Information Recorded	Status	Work
Grant Information		❗ Missing	🔗 ADD
Bed and Unit Inventory and Utilization	3/13/2020	✅ Completed	👁️ VIEW 🔗 EDIT
Contact Information		❗ Missing	🔗 ADD
Financial Information		❗ Missing	🔗 ADD
Performance Accomplishments		❗ Missing	🔗 ADD
Additional Comments		Optional	🔗 ADD
CSV APR Upload		❗ Missing	🔗 ADD
VIEW ONLY - Bed & Unit Report		❗ Please complete your APR CSV upload.	👁️ VIEW / PRINT COMPLETE APR
Sign and Submit	3/13/2020	🔄 In Progress	(you have some incomplete forms)

COC FULL APR INSTRUCTIONS

CoC Full APR = An APR for any of the following CoC Program components: Transitional Housing, Permanent Housing, Services Only and Supportive Housing Program or Shelter Plus Care. Different APRs are completed for [CoC Planning Grants](#), [CoC HMIS Dedicated Grants](#), and [Section 8 Moderate Rehabilitation Single Room Occupancy \(SRO\) Program Grants](#), [UFA Grants](#), [Coordinated Entry Grants](#) and [YHDP \(planning and program \) Grants](#).

The Submission Launchpad contains the appropriate forms for the type of grant awarded. Each step must be completed in order to Sign and Submit the APR to HUD.

APR Step 1: Grant Information

Component type: ALL

Grant Information

The APR you are reporting on is for the following grant. This data in this form is prepopulated from data exported from e-snaps and LOCCS.

- Grant number
- Recipient
- CoC Number and Name
- CoC Component Type
- CoC Project
- Total Award Amount (from the application in e-snaps)
- Operating Year Start Date
- Operating Year End Date
- Grant Term in Months
- Grant Information Was Updated On

All information in the APR must be provided for the Operating Year as shown above. If the term of the grant was formally extended by HUD and the local HUD field office updated LOCCS accordingly, the term in months would show as more than 12 months and the Operating Year End Date would be adjusted accordingly. If an extension was received for filing the APR no term change would be made in LOCCS and the reporting period will remain the same. All information submitted in this APR must reflect the full operating year.

The Operating Year is established in LOCCS with the first draw of funds on the grant. If it is not correct, contact the local HUD field office directly for the date to be corrected in LOCCS. Once it is corrected and the data has been transmitted to *Sage* the form will automatically update. You cannot change the date yourself either through LOCCS or in *Sage*. All information in the APR must be provided for the Operating Year, as shown below. If the term of the grant was formally extended by HUD and the local HUD field office updated LOCCS accordingly, the term in months would show as more than 12 months and the Operating Year End Date would be adjusted accordingly. If an extension was received for filing the APR no term change would be made in LOCCS and the reporting period will remain the same. All information submitted in this APR must reflect the full operating year.

The Operating Year is established in LOCCS with the first draw of funds on the grant. If it is not correct, contact the local HUD field office directly for the date to be corrected in LOCCS. Once it is corrected and the data has been transmitted to *Sage*, the form will automatically update. Recipients cannot change the date in either through e-LOCCS or in *Sage*.

Grant Focus Information

Where applicable, the form will also have questions which the recipient must complete.

Was this project funded under a special initiative?

If the project was funded under a special initiative during its original application, indicate **Yes** and select the initiative. The special initiatives include:

Samaritan Housing Bonus – These were new permanent housing projects funded between 2006 and 2008 serving chronically homeless individuals.

Permanent Housing Bonus—serving disabled or chronically homeless– These were new permanent housing projects funded through the CoC applications from fiscal years 2009 through 2011 that may have been dedicated to chronically homeless individuals or families but were not required to be.

Permanent Housing Bonus—serving chronically homeless only–These were new permanent housing projects funded through the CoC applications in fiscal year 2012 were required to serve chronically homeless individuals or families.

Youth Homeless Demonstration Program–These are new projects developed as a direct outcome of the award of Youth Homeless Demonstration Program (YHDP) funding in fiscal year 2016 and continuing thereafter.

Domestic Violence Bonus - This is the bonus project funding awarded in fiscal year 2018 or 2019.

Pay for Success–These are new grants under the Pay for Success initiative.

Target subpopulation(s): Does your project have a specific population focus?

If the recipient identified a target subpopulation (e.g., Chronic Homeless, Veterans, Youth, Families with Children, Domestic Violence, Substance Abuse, Mental Illness, HIV/AIDS, or Other) in its Project Application, it must indicate **Yes**. If a subpopulation was not identified in the Project Application, choose **No** even if the recipient served one of the subpopulations listed. If the recipient answers **Yes**, it will see an additional question asking **If yes, which population?** for it to indicate Chronic Homeless, Veterans, Youth, Families with Children, Domestic Violence, Substance Abuse, Mental Illness, HIV/AIDS, or Other.

Are 100% of the clients in HMIS or, where applicable, in a comparable database?

The CoC Program requires all clients served to be entered into HMIS or a comparable database. Answer **Yes** if all clients who were served in the project were also entered into the HMIS or comparable database. If the recipient answers **No**, an additional question appears asking **If no, why?** 100% of clients are not in the HMIS or comparable database (and thus not in the CSV-APR Report it is attaching), which requires a narrative response.

APR Step 2: Bed and Unit Inventory and Utilization

Component type: PH (including PSH and RRH) and TH

Proposed Bed and Unit Inventory

The number of beds and units shown here come from the grant application as it was submitted in e-snaps. This information is not able to be edited by the Recipient or the CPD Representative. These represent the number of beds/units funded under the award unless amended post-award.

Total Number of Year Round Beds/Units from Application	
Total Units	11
Total Beds	22
Total Dedicated CH Beds	22
Total Non-Dedicated CH Beds	0

PIT Actually Available Beds and Units

The numbers here are reported by the recipient and are to reflect the number of beds and units that were occupied and available for occupancy on the last Wednesday of the appropriate month. The chart is comparing the number of beds and units the recipient proposed to the number the recipient had actually occupied and/or were available.

- **Occupied** means a unit which has persons residing within the unit. [Count each unit and bed occupied.]
- **Available for occupancy** means a unit which is “readily available” to be occupied. That is one where 1) in a site-based project the unit included in the grant is vacant AND 2) in a scattered-site project readily available includes all leasing subsidies which are available but which a client has not rented with yet and any units which will be rented with funds available (i.e. those above the number of units awarded in the grant based on funding availability.)

The application number and the occupancy number may legitimately differ for reasons. For example - the project may show fewer beds and units available because the project had a slow start-up or a unit was being rehabilitated, or the project may show more beds and units available by correctly reporting availability based on the amount of leasing funds available on the last Wednesday of any given quarter (scattered-site housing only).

Point-in-Time Utilization on the Last Wednesday (Quarterly)	As Proposed in the Application	Occupied AND Available for Occupancy As Completed in the APR by the Recipient				Average % of Actually Available to Proposed
		January	April	July	October	
Units	11					-
Beds	22					-

Sage will automatically calculate the project’s Average. The Average is calculated as follows: Sum of all the months and divided by 4 to create the average occupied and available. Divide the average occupied and available by the number proposed in the application and the resulting percentage will be the Average.

Note: Projects which are Joint Component (TH & RRH) will complete the information on both TH and RRH beds and units.

Explanation, as necessary

If the number of beds and units proposed is different from the number actually available on the last Wednesday of each month explain why. This information is to be completed whenever there is a difference in the beds or units between the occupied and available for occupancy data relative to the numbers proposed in the application.

A review of the Bed and Unit Inventory in the APR by the CPD Representative will consist of the following elements:

- A comparison between the number of beds and units the recipient put in their application and the number available on the nights of the point-in-time information reported on the APR.
- A comparison between the number of units available on the point in time and the number of households served is a comparison between the number of beds available on the point in time and the number of persons served.

This information is compiled in the APR on the recipients Submission Launchpad in a VIEW ONLY- Bed & Unit Report section. When the Bed and Unit Inventory and Utilization form has been completed and the CSV APR Upload has been successfully uploaded, the report will be available for review prior to submission of the APR. HUD strongly encourages recipients to review the report prior to submission to correct any data entry errors prior to submitting the APR.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information		Missing	ADD
Bed and Unit Inventory and Utilization	2/25/2019	Completed	VIEW EDIT
Contact Information		Missing	ADD
Financial Information		Missing	ADD
Performance Accomplishments		Missing	ADD
Additional Comments		Optional	ADD
CSV APR Upload	10/24/2018	EX - Shelter Plus Care	VIEW / PRINT EDIT
VIEW ONLY - Bed & Unit Report	2/25/2019	Ready to view	VIEW
Sign and Submit	10/24/2018	In Progress	VIEW / PRINT COMPLETE APR (you have some incomplete forms)

VIEW ALL Status Changes and Notes

APR Step 3: Contact Information

Component type: ALL

The **Contact Information** form identifies the person that HUD will contact regarding the APR submission if any questions or issues arise. The contact person should be familiar with both the project and the APR submission. This is also the person who will receive the email from *Sage* acknowledging the submission of the APR to HUD and of the action taken by HUD (e.g., approval, request to resubmit, comments).

APR Step 4: Financial Information

Component type: ALL - except for grants marked -CC

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that financial staff of the organization have reviewed the report.

Projects where the grant number has a -CC suffix indicate the original grant had development/capital funding (acquisition, new construction, renovation). The APR is submitted to document the use requirement placed on the property for 15 or 20 years. These projects do not receive CoC funding for operating or services any longer and therefore no financial information is required, and the form is not visible for these grants.

Expenditures

In the first section of the form, CoC recipients report funds expended during the operating year by budget line item, including: development costs (acquisition, rehabilitation, and new construction), supportive services, HMIS, leasing, rental assistance, operating, and administration.

Sage defaults to \$0 for all line items, so the recipient only needs to complete the lines where funds have been expended.

Match

In the second part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon when the grant was awarded. Currently, match is cash or/and in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the NOFA for the year the project applied for funding. The recipient must record all cash and in-kind match expended on this project, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures (minus any funds expended on leasing costs, which do not require a match).

The financial information presented in the APR should be reviewed by the organizations' financial staff prior to submission to HUD and should reflect the actual expenditures and LOCCS draws along with all required match.

APR Step 5: Performance Accomplishments

Component type: ALL

The recipient must describe in no more than 2,500 characters, any significant accomplishments the project achieved during the reporting period. It is expected that a recipient will provide a brief narrative to describe the project as perspective for the accomplishments and then identify the accomplishments.

Sage will count the characters used as the user types, including spaces and special characters.

APR Step 6: Additional Comments

Component type: ALL (Optional)

The CoC recipient is expected to use this text box to inform HUD of why this report reflects information differently than was in the grant application or an amendment as approved by HUD. The CoC recipient must use this text box to describe any discrepancies in its APR and provide HUD any other information which the recipient feels is needed for the APR review. This includes but is not limited to:

- *Sage* Information on fund expenditures that differ from the original application.
- Information on any project start-up issues/complications.
- Information on the eligibility of clients served if clients are identified in the CSV as coming from any place other than a literally homeless situation.

Please enter all explanatory information regarding beds and units on the Bed and Unit Inventory and Utilization form.

Should the HUD review find that they cannot accept the APR submission they will “reject” the APR and send it back to the recipient’s dashboard. Any explanation required by HUD to resubmit the APR should be entered in this form. Should the recipient require additional space for an explanation they will need to email their CPD Field Office Representative directly.

APR Step 7: CSV APR Upload

Component type: ALL

The data submitted for the APR from HMIS or comparable database via the CSV-APR Report begins with Q4 (descriptions of APR questions and validations are found in [CSV-APR Report Question Details section](#)).

Sage will not accept manual data entries on the required statistical information. HUD expects the recipient's APR data to be generated by its HMIS or comparable database and reported via the CSV-APR Report. HUD does not accept paper submissions of APRs. HUD only accepts electronic submissions through *Sage*.

Users must generate the CSV-APR Report from their HMIS or comparable database for the date range identified in [Step 1](#). The recipient runs the report in its HMIS and saves it to its computer. The CSV-APR REPORT will be in a single .ZIP file. That .ZIP file will contain the table information for each of the APR questions. It contains aggregate data (the answers required on each cell of the report) and does not transmit any client level (or personal) data from the HMIS into *Sage*.

All CoC CSV APR uploads must be the CSV APR 2020 format to reflect current data standards. Uploads of previous CVS APR formats will result in an error.

Projects which are Joint Component (TH & RRH) are required to upload and submit two separate CSV-APR reports within the APR. One report is for TH and the other for RRH, both with the same operating year.

To upload and test follow the instructions on the CSV APR Upload screen.



- Click **Browse** to launch the import process. The files on the user's computer will display. Select the CSV-APR Report file placed on the computer and double-click to have it display in the browser window.
- Click the **Upload and Test** button. *Sage* will retrieve and review the file and automatically refresh and display the results of its review on the page. The information contained in the CSV on Q4a – Project Identifiers and Q5 – Report Validations are displayed. Check the display to be sure that the correct project and all the clients expected are in the total number of persons.

Scroll down on the page to see the **Results** message. This will identify if the **CSV-APR has passed all validations** or if there are errors. If the CSV-APR Report has **passed all validations** click **SAVE THIS APR**. *Sage* will then upload all the tables into the system.

Results

Structural Error

q10a.csv: This file doesn't have the right number of rows and columns.
q10b.csv: This file doesn't have the right number of rows and columns.
q10c.csv: This file doesn't have the right number of rows and columns.

Your upload is missing rows or columns in at least one of the tables. The tables must be formatted exactly as the CoC APR and ESG CAPER HMIS Programming Specifications require. If you did not open or change the .csv import then these errors must be fixed by the person who created the report in your HMIS or comparable database. Please contact the System Administrator at the HMIS Lead Agency for assistance.

The CoC APR and ESG CAPER HMIS Programming Specifications can be found [here](#) on the HUD Exchange.

CSV uploads are modified by the HMIS vendor or comparable database provider each year for data standard changes and/or APR updates. As a result, projects that were able to create a CSV successfully last year, may not be able to do so this year if there are new errors. If there are errors, *Sage* identifies them on the screen in red for the user and has updated informational messages to help users identify the issues that are prohibiting the file from uploading. Error types include:

- **Wrong file:** The error indicates that the uploaded document was not the CSV APR 2020. Most often the error is because either an older version of the CoC APR CSV or the ESG CAPER CSV file was used. The recipient should go back to the HMIS and rerun the report using the CSV APR 2020. If they cannot find the report in their system, they should contact the HMIS Lead agency or DV providers using a comparable database should contact their vendor for assistance.
- **Project type error:** The project must be set-up in the HMIS system correctly. Project type identified in the HMIS and reported in Q4 must be consistent with project type identified in the Grant Information form of this APR. Project must be set up in the HMIS according to the guidance as found in the [CoC Program HMIS Manual](#) on the HUD Exchange.

- **Structural errors:** The files are required to be configured exactly as specified in the [APR programming specifications](#). A structural error means there is a problem with the CSV export. All rows, columns, headings, and response information in the file must be configured as specified and in one or more places the configuration is not correct. The upload cannot have missing or extra files. All rows and columns of each table must be included. Percentages must be in the proper format. All data in Q4 must be complete and generated in the correct format. If the user did not open or in any way change or save the CSV file, the issue is a programming error within the CSV file structure.

For structural errors, the user will receive a message telling it where the issue is (e.g., Q9b) and what the issue is (e.g., this file does not have the right number of rows and columns). These are not errors the HMIS user can fix. The user must contact its HMIS Lead (or comparable database provider) to request assistance with the error.

- **Report validation errors:** The information contained in the CSV files is generated from an APR report that has been programmed into the HMIS or comparable database. The programming for that report is detailed in the [APR programming specifications](#) and the report is required to be in balance. For example, if a recipient served 100 people then it must have basic client information (age, race, etc.) or Client doesn't know/Client refused for all 100 people. *Sage* reviews the APR and balances each question to Q5a—the Report Validation question. If the report is not programmed correctly, the user will see the specific errors that are being generated (e.g., the total in 7a (495) must be greater than or equal to the sum of adult and child heads of households in Q5a (496). The screen also displays the report validation table itself that was generated in the CSV-APR Report for a quick reference. By using a CSV export created by the HMIS or comparable database, reporting errors are generally the result of programming errors. These are not errors the HMIS user can fix. The user must contact its HMIS Lead (or comparable database provider) to request assistance with the error.

- **Other errors:**

-  Zipped files - In general files downloaded from the HMIS are “zipped” and will appear with a zipper on the file and the file type identified as “Compressed (zipped)”. All CSV files uploaded to *Sage* must be zipped. (Recipients who received an exception from HUD and are filing an exception template should not zip the template.)

- Double zipped or password protected – **Sage** cannot identify what is contained in the file and describe the error if the file is double zipped or password protected (i.e. it was downloaded as a zipped file from HMIS and then zipped again by the user or a password has been put on it after download). If the file is double zipped remove the first (original) CSV and upload only that single zipped file. If the file is password protected download the file again from the HMIS and do not put a password on the file.

The screenshot shows a web interface for uploading a file. At the top, there is a text box labeled "Choose File | No file chosen". Below it is a green button labeled "Upload and Test". Underneath, the "Results" section displays the following error messages:

- ❗ The following Logical Validation Errors have occurred:
- Total in Q11 (155) must equal total persons from Q5a (15).
- Total in Q14A (112) must equal the sum of adults plus child and unknown-age heads of household in Q5a (11).
- Total at entry in Q16 (115) must equal total adults in Q5a (11).

Below the errors, there is a text prompt: "Fix your APR in your HMIS, create a new CSV export, and try uploading again." At the bottom, there is a text input field for an email address and a green "GO" button.

Sage allows the user to email itself and its HMIS Lead the error information right from the **Sage** results screen. The user can email multiple persons by placing a comma (,) between the email addresses. The information enables the user to accurately describe the error.

To Review the APR, the user should return to the **Launchpad** and click **VIEW** on the line of the CSV-APR REPORT it intends to review.

To Print the APR, the user must save the CSV-APR upload in **Sage**. Individual CSV uploads can be printed by clicking on VIEW/PRINT on the Submission Launchpad. Print the file to a specific printer or as a PDF. **Sage** also provides the option for the user to print the file to an Excel workbook.

To remove the CSV select EDIT and then click DELETE next to the file name and the file will be removed.



Uploading Multiple CSVs in one APR

- If the recipient has multiple subrecipients, each having an individual project in the HMIS then, the recipient should aggregate the data directly by generating the CSV indicating all of the appropriate projects under the specific grant. Users should contact their HMIS Lead Agency if they need assistance creating an aggregate CSV.
- If the recipient cannot directly aggregate the data in HMIS, because one of the subrecipients is a victim service provider, then multiple uploads are allowed. Generate one CSV from the HMIS and have the victim service provider generate the other from the comparable database. If there are multiple victim service providers each subrecipient must a CSV-APR Report generated by their comparable database. **Sage** allows the recipient to upload one or more CSV-APR Reports. Name any additional files associated with this grant, for example APR-Grant Number-DV1 (2,3,4, etc.).

Uploading MORE THAN ONE CSV: Upload the first CSV-APR to **Sage** AND if it passed all validations press Save this APR.

Results

✓ The CSV-APR has passed all validations.
Review the Project Identifiers and Report Validations, then click 'Save This Apr'.

CANCEL
SAVE THIS APR

Upload the second CSV to *Sage* AND if it passed all validations press Save this APR.

Choose File HUD - APR-CSV RRH 5.1 - Copy.zip

Upload and Test

Results

CSV-APRs already attached

✓ APR - RRH

Results

✓ This CSV-APR is now saved as part of the submission.

CSV-APRs already attached

✓ APR - RRH

✓ Comparable Database

DONE

Follow this same process and unload multiple CSV-APR Reports to any one APR in *Sage*. The submission screen will now show two APR's attached.

CSV APR Upload	03/22/2017	✓ APR - RRH	VIEW EDIT
CSV APR Upload	03/22/2017	✓ Comparable Database	VIEW EDIT

When two or more CSV APRs are submitted *Sage* adds the results of the two (or more) together and where necessary generates a weighted average. The VIEW/PRINT completed APR will enable the recipient to review how the CSVs combined to make one APR Report.

[VIEW COMPLETE APR](#)

SUBMIT

[VIEW the Bed and Unit Report in *Sage*](#)

The **Bed and Unit Report** provides CoC grant recipients and CoCs information on the quarterly utilization of the number of beds in the project (based on clients who have moved into housing). This information is based on the recipient's report of beds/units available and number of persons and households served by the project on the same dates from Q7b and Q8b of the CSV. It is the same information the CPD Representative sees as they are reviewing the APR.

The report is available to VIEW on the Submission Launchpad for each APR once the Grant Information, Bed and Unit Inventory and Utilization, Contact Information, Financial Information, Performance Accomplishments, and CSV APR Upload are marked "✓ Completed".

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information	8/20/2018	✓ Completed	VIEW EDIT
Bed and Unit Inventory and Utilization	8/20/2018	✓ Completed	VIEW EDIT
Contact Information	8/20/2018	✓ Completed	VIEW EDIT
Financial Information	10/23/2018	✓ Completed	VIEW EDIT
Performance Accomplishments	8/20/2018	✓ Completed	VIEW EDIT
Additional Comments		Optional	ADD
CSV APR Upload	8/20/2018	✓ Project Name	VIEW / PRINT EDIT
Review Bed and Unit Inventory and Utilization	8/20/2018	✓ Ready to view	VIEW
Sign and Submit	8/20/2018	● In Progress	VIEW / PRINT COMPLETE APR SUBMIT

VIEW ALL Status Changes and Notes

Chart 1

The Actually Available Beds and Units chart compares the number of beds/units proposed in the application with the beds/units which were available on the last Wednesday in each quarter.

The chart compares the number of beds and units the recipient proposed to serve in the application to the number the recipient occupied AND those which were available for occupancy on the last Wednesday of each quarter.

- Occupied means a unit which has persons residing within the unit. [Count each unit and bed occupied.]
- Available for occupancy means units that are:
 1. in a site-based project, the unit included in the grant is vacant OR
 2. in a scattered-site project readily available includes all units which are available but which a client has not rented and any units which will be rented with funds available (i.e. those above the number of units awarded in the grant based on funding availability.)

PIT Actually Available Beds and Units

Point-in Time Utilization on the Last Wednesday (Quarterly)	As Proposed in the Application Total	Occupied AND Available for Occupancy As Completed in the APR				Average % of Actually Available to Proposed
		January	April	July	October	
UNITS						
BEDS						

Data sources:

- The number of beds and units shown in the **As Proposed in the Application** column come from the grant application as it was submitted in e-snaps. This information is not able to be edited by the Recipient or the CPD Representative. These represent the number of beds/units funded under the award unless amended post-award.
- The number of beds and units shown in the **Occupied AND Available for Occupancy** columns represent the beds/units the recipient indicated in the APR were occupied or available for occupancy on the last Wednesday of each month on the Bed and Unit Inventory and Utilization form on the APR.

- The **Average % of Actually Available to Proposed** column takes the average of the beds/units available on the last Wednesday of each quarter (adding all the reported beds/units together and divided by 4). Then divides that average by the beds/units proposed to provide the Average Actually Available for utilization by homeless persons/households through this grant.

Chart 2

This chart compares the number of units the recipient indicated were available on the quarterly date to the actual number of households who had moved into housing and were reported in the HMIS as served in that project on the same day.

2. Persons/Households Relative to Inventory - units			
	ACTUAL UNITS	HOUSEHOLDS SERVED	UTILIZATION (HOUSEHOLDS SERVED / ACTUAL UNITS)
January	14	13	92%
April	14	14	100%
July	14	14	100%
October	14	14	100%

Data sources:

- The **Actual Units** column represents the number of units occupied AND available for occupancy as reported by the recipient in the Bed and Unit Inventory and Utilization form of the APR. The column equals the information shown in Chart 1 **Occupied AND Available for Occupancy**.
- The **Households Served** column is generated from the information coming from the recipients HMIS or comparable database system in Q8B “Point-in-Time Count of Households on the Last Wednesday”.

The **Utilization** rate is the ratio of the households served to the actual units, expressed as a percentage.

Chart 3

This chart compares the number of beds the recipient indicated were available on the quarterly date to the actual number of persons who had moved into housing and were reported in the HMIS as served in that project on the same day.

3. Persons/Households Relative to Inventory - beds				
	ACTUAL BEDS	PERSONS SERVED	UTILIZATION (PERSONS SERVED / ACTUAL BEDS)	
January	14	13	92%	
April	14	14	100%	
July	14	14	100%	
October	14	14	100%	

Data sources:

- The **Actual Beds** column represents the number of beds occupied AND available for occupancy as reported by the recipient in the Bed and Unit Inventory and Utilization form of the APR. The column equals the information shown in Chart 1 **Occupied AND Available for Occupancy**.
- The **Persons Served** column is generated from the information coming from the recipients HMIS or comparable database system in Q7b “Point-in-Time Count of Persons on the Last Wednesday”.

The **Utilization** rate is the ratio of the persons served to the actual units, expressed as a percentage.

The application number of beds/units and those available may differ for a variety of legitimate reasons such as:

- The project had a rehabilitation need in unit(s) and they were unavailable on the day of the report.
- The beds for the project were based in the application on a standardized formula (e.g. 3 persons per unit) and the actual number of persons was slightly higher or lower because of the number of persons actually in the household.
- If the actual unit number available and households served increased based on funds available, the beds and persons would naturally change consistent with the number households served or available to be served.

Note: Until the APR programming is amended in October 2019, the report is counting all persons (Q7) and households (Q8) in the program, not just those recorded as in housing, causing the persons/households to be larger than those housed.

Recipients should explain the differences between the proposed and actual in a brief narrative at the end of the Bed and Unit Inventory and Utilization form.

IMPORTANT NOTES: The report is a summary of the information entered into the APR being viewed. It is NOT editable. The only way to correct the report is to change the information the recipient entered in the Bed and Unit Inventory and Utilization or the CSV upload. The beds proposed in the application are the exact numbers submitted in the grant application to HUD and are what the recipient was funded to provide. Neither the CPD Representative nor the recipient can change the number of beds/units. No changes to beds proposed are allowed except for when the local HUD field office approves a grant agreement amendment that reduces units, and for grants which were consolidated, and the beds were not updated, in which case the Consolidation Agreement must be sent to the AAQ for *Sage* to update the data.

APR Step 8: Sign and submit

STATUS	WORK
✓ Completed	VIEW EDIT
! Missing	ADD

In order to Submit the APR all Submission Steps must be marked Completed. If an item is missing in the APR, the Submit button will not be active.

Some consolidated applicants where there is one recipient and multiple subrecipients have elected to restrict the submission button so that subrecipients do not actually submit the form to HUD before the recipient has reviewed it. If you do not see a submit button and you are a subrecipient, contact the direct recipient to submit the APR.

Save a copy: From the Launchpad click View the complete APR. Review the information presented. The user should press the Print button, select their printer or pdf and retain a copy of the APR for themselves.



Then click:

The submission screen will appear prepopulated with the date and the “status set” fixed to “submit”.

Date

Set Status to VIEW COMPLETE APR

These users will be notified when this APR is submitted, accepted or rejected

Contact Type	First Name	Last Name	Email

Name of Authorized Recipient Official

Title/Position

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Type YES

Notes

The submission date is prefilled.

Complete the **name of** the person who is the **authorized recipient official** along with their **title/position**. Please note: the authorized recipient official must be affiliated with (employed by) the recipient. Subrecipients are not authorized to submit an APR for the recipient. If a recipient has many subrecipients and would like to ensure that only they can “sign and submit” the APR, please submit a request through the [AAQ](#).

After reviewing the submission and reading the certification, the authorized recipient official should type **YES** in the box. Saying **YES** indicates to HUD that the person named on this form has certified that all the information in the form is true and accurate.

Information placed in the notes section will be seen by the field office. Use the box only for information related to the APR. Click **Save** to send the APR to HUD for review. The person who submitted the APR and the person listed as the APR contact person will receive an email confirming that the submission was sent to HUD for review.

[HUD Review](#)

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. reject/not approve the APR.

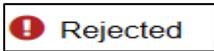
Sign and Submit	5/7/2018	 Rejected	VIEW / PRINT COMPLETE APR RE-SUBMIT
<p>Notes from latest status:</p> <p>Eligibility issue: The APR shows two persons from other locations. No information was provided regarding the eligibility of the two persons who entered the program from other locations, please identify the location and provide information on how these clients can be eligible.</p> <p>Financial Issue: The match is not the required 25%. Please verify that the 7.52% shown is all the match you have.</p> <p>VIEW ALL Status Changes and Notes</p>			

The recipient will receive an email from *Sage* identifying the acceptance or rejection status of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was rejected, the recipient must open the Submission Launchpad for the APR and address all issues following any instructions provided. If no instructions were provided follow the procedures described below.

Resubmission following a rejection

If the APR was not accepted by the field office, then it must be corrected and resubmitted by the recipient. When the field office rejects the APR, it is returned to the recipient's dashboard in *Sage* in the "In Progress" section and marked Rejected.



The recipient should open the Submission Launchpad of the APR and read the notes in bold at the bottom of the form. They have been written by the CPD Representative who reviewed the APR and are describing the errors or omissions in the submission. All errors or omissions must be addressed by the recipient before they resubmit the APR to HUD.

- For issues that require an explanation, use the [Additional Comments](#) form and respond to the reviewer's issue. Should the explanation require a lengthy narrative or supporting documentation the recipient will need to email the CPD Representative outside of *Sage* to provide additional information.
- For issues regarding the lack of a timely submission use the [Additional Comments](#) form to indicate to HUD what steps will be taken by the recipient to submit other APRs in a timely fashion.
- For issues about a bed, unit or utilization issue **EDIT** the [Bed and Unit Inventory](#), form to address any issues related to merger, consolidation, or amendments.
- For issues about client eligibility, the recipient must clearly identify how each client in question were identified as literally homeless and what documentation was retained. These issues were identified by the CPD Representative based on the client's location at project entry from [Q15 Living Situation](#). Only in cases where there was a data entry error should the data be changed. In these situations, the recipient will need to identify the client record which had the error on it, correct the error, and generate a new CSV APR. To upload the APR, follow the information in [Step 7: CSV APR Upload](#).
- For issues that identify a financial information issue, consult your organization's financial staff. Review Step 4: [Financial Information](#), then click **EDIT** on the financial information form and make all required corrections. Description, comments or notes regarding the changes made should be completed on the Additional Comments form.

The **VIEW ALL** Status Changes and Notes link below the CPD Representatives comments will open a summary of the history of the specific APR, which includes each status and the date it occurred, who did the work and the notes from that status. If the APR was rejected more than one time for the same issue, the recipient should review the APR Instructions in order to clarify the issue or may contact the Field Office directly.

HMIS APR

The HMIS APR is an APR specific for HMIS-dedicated grants. To complete an APR, follow the Submission Steps, below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in *Sage*. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report indicates exactly which forms users have completed, which forms are missing information, and, at the end what users have submitted to HUD.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information		❗ Missing	➦ ADD
Contact Information		❗ Missing	➦ ADD
Implementation Information		❗ Missing	➦ ADD
HMIS Software Information		❗ Missing	➦ ADD
Staff Responsibilities		❗ Missing	➦ ADD
Users		❗ Missing	➦ ADD
Governance		❗ Missing	➦ ADD
System Coverage		❗ Missing	➦ ADD
Financial Information		❗ Missing	➦ ADD
Additional Comments		Optional	➦ ADD
Sign and Submit	5/31/2017	▶ In Progress	(you have some incomplete forms)

HMIS APR Step 1: Grant Information

Please refer to the [Grant Information](#) instructions for the CoC Full APR. The HMIS APR does not have any grant focused information.

HMIS APR Step 2: Contact Information

Please refer to the [Contact Information](#) instructions for the CoC Full APR.

HMIS Dedicated Grant APR also have a second set of contact information data to be completed for the person who holds the position (or responsibilities) as the **HMIS System Administrator** from the HMIS Lead Agency. This is the primary HMIS contact person who HUD contacts that can answer HMIS-related question.

Finally, HUD is interested in knowing which of the following persons participated in answering questions in this APR. There is no right or wrong answer. Choose from:

1. **CoC Staff**–Collaborative Applicant or person that has administrative responsibilities for the CoC
2. **HMIS Lead Staff**–Person employed by the CoC Lead working on the HMIS Implementation
3. **HMIS System Administrator**–The HMIS Implementation system administrator
4. **Grant/Fiscal Agent** (if different from those above)
5. **Other**–If the recipient answers **Other**, it must identify the other type of person/position who participated.

HMIS APR Step 3: Implementation Information

An [HMIS implementation](#) may be limited to one CoC or may be a combination of multiple CoCs. This form enables HUD to understand the specifics of the HMIS implementation that this grant is associated with.

Identify the type of implementation by selecting one of the following responses:

Single CoC implementation—A single CoC, which has not partnered with any other CoC around HMIS data collection and has a single HMIS software into which the entire CoC’s data is collected.

Multiple CoC implementation—A group of CoCs, often with bordering geographic boundaries that have elected to operate one HMIS implementation for the entire region. In this case, there is a single HMIS software system used by multiple CoCs. The implementation may share HMIS staff or each CoC may staff their portion of the implementation. If the implementation is part of a Multiple CoC implementation, then a selection box will display for the user to select all the CoCs that are part of this HMIS implementation. Users select multiple CoCs by holding down the control (Ctrl) key and selecting the names of each CoC of which they are involved.

Statewide implementation—A state that is composed of a single CoC or two or more CoCs that have elected to use a single HMIS to cover the entire state.

Other—If the recipients answer **Other**, it must fill in the answer to **If other, what?** to identify what other type of implementation it has. Other should be used where there is no single HMIS software used for the entire CoC and other methods of aggregating or warehousing data is used.

Identify whether the HMIS implementation uses a centralized or decentralized model.

1. Centralized model is one in which the HMIS lead itself fulfills all responsibilities for system administration; [A Single Implementation would use this model as would another type of implementation where all HMIS staffing and support are located together and provide system administration, training, and or user support to all of the HMIS participants.]
2. Decentralized model is one in which local entities assist the HMIS lead in fulfilling responsibilities for system administration. [A decentralized model may have one system administrator managing the overall HMIS but is assisted by trainers, user support staff, or other professionals who are located in CoCs and respond primarily to the needs of the CoC in which they are located.]

In a narrative of no more than 2,500 characters: **Briefly describe your HMIS implementation.**

Does your HMIS implementation provide data to a data warehouse/data integration project? Click **Yes** if the HMIS data is exported from the system and used in any type of warehouse or data integration project. If **Yes**, the recipient must respond to the following questions using up to 2,500 characters:

1. Briefly describe the purpose of the data warehouse.
2. Identify the entity that administers the data warehouse.
3. What HMIS data is sent to the warehouse. (i.e., what project types, what kind of elements, etc.)

Sage is asking if the recipient is submitting HMIS data to a warehouse or data integration project data that is complete with any personally identifying information. For this question:

personally, identifying information means—name, date of birth, gender, race, ethnicity, or social security number in any combination that would allow the recipient warehouse manager or other user to be able to identify the client in the database; and

de-identified or hashed means—a function has been applied to the data that enables the personally identifiable data to be deliberately coded to mask the identity of the client in such a way that the warehouse manager would not be able to reconstruct an identity from the information they had in the database.

4. Is the HMIS data sent with personally identifying information on clients identified or de-identified/hashed (select one).

HMIS APR Step 4: HMIS Software Information

The HMIS Software Information form in the HMIS APR provides HUD with basic information about HMIS software products.

1. **Identify the HMIS software in use** by selecting the Vendor Software that the recipient implementation uses from the dropdown list. If the Vendor Software is not on the list, select Custom/Other and enter the vendor's name (i.e., the company or organization who develops the product) and software product's name in the fields.
2. Answer Yes or No to: Was the software in use, identified here, the HMIS designated for use by the CoC?
If no, explain in a narrative of no more than 2500 characters, **why the CoC has not designated the software currently in use.**
3. Select **the number of years that the implementation has used the current software.** If the implementation has grown over the years, identify the longest number of years one of the CoCs using the HMIS has used it.
4. Answer Yes or No to: Does the CoC have plans to change software in the next two years?
5. From the list of standard HUD reports, **identify all the reports that the HMIS is currently able to generate.** This question identifies an HMIS generated report as a report that the software itself is creating and the recipient can see on the computer screen and print on paper or in another format. The reports include:
 - a. **LSA Table Shells**—the tables for the Longitudinal System Analysis Report (LSA)
 - b. **APR-CSV Report**—the CSV that is used to submit CoC's Annual Performance Report (APR) to *Sage*
 - c. **CAPER-CSV Report**—the CSV that is used to submit the CAPER into *Sage*
 - d. **PATH Report**—the report required to be generated for the street outreach program administered by HHS: Substance Abuse and Mental Health Services Administration (SAMHSA) known as PATH
 - e. **System Performance Measures**—the report that is specified by HUD to be generated for all projects across the HMIS implementation to report on System Performance Measures
 - f. **Data Quality Report**—a report generated using the new Data Quality Framework specifications
 - g. **Project Descriptor Data Report**—a report that provides system administrators with the information collected in the system as required in the HMIS Project Descriptor Data Elements
6. Answer Yes or No to: **Is the software able to generate the most recent HMIS-CSV export?** To identify the most recent version of the HMIS-CSV go to the [HMIS Data Exchange Resources](#) published on the HUD Homelessness Data Exchange (HDX).
7. Answer Yes or No to: **Is the software able to generate the most recent HMIS-CSV export—that is hashed (e.g., for RHY)?** A hashed export that changes personally identifying

information in the client level files to hashed letters or numbers and de-identifies the data. The most recent HMIS-CSV that is hashed is the same version number as the question above.

8. Answer **Yes** or **No** to: **Does the software support automatic exiting functionality?** Automatic exit functionality enables the system to exit clients based on specific factors which should include inactivity in a project. It is generally used for night-by-night shelters and street outreach projects where clients often just don't return to the shelter, as evidenced by the lack of a bed night, or can no longer be found by the outreach worker, as evidenced by the lack of contacts completed by the worker.

If **Yes**, identify how regularly the automatic exiting function is run in the implementation.

Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g., LSA, HIC, SPM), or Never.

9. Answer Yes or No to: Is the HMIS system used for Coordinated Entry?

10. **Identify who completes project set-up in the HMIS.** Project set up includes entering all the project descriptor data elements and settings as applicable for elements to be visible by different types of projects in the implementation (e.g., ensuring the contact element is in place for all street outreach projects; or that the elements are available for projects funded by RHY). Choose from: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC–Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.

11. **Identify how often the Project Descriptor Data Elements (PDDE's) are reviewed.** Choose from: Annually, Bi-annually, Quarterly, Monthly, Weekly, Before Major Reports are run (e.g., LSA, HIC, SPM), or Never.

HMIS APR Step 5: Staff Responsibilities

The **Staff Responsibilities** form identifies the organization and person who performs on-going activities related to the HMIS implementation. The response options are the same for all the activities and include: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC– Staff; Recipient Agency (Grantee)–Staff; Paid consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System.

If more than one kind of staff person works on an activity, select the person primarily responsible for its completion. If the activity is **outsourced**, identify the person who is responsible for overseeing the outsourced work. If the option **Other** is selected, a text box will display to identify the organization and staff person performing the work.

Activities include:

1. System Related
 - a. Hosts the HMIS software on their server or their Cloud account server
 - b. Oversees the security of the HMIS system
 - c. Backs up the HMIS data
2. Report Related
 - a. Runs the data quality report by project
 - b. Monitors data quality
 - c. Runs/produces the Longitudinal System Analysis Report (LSA) information
 - d. Runs/produces the System Performance Measures (SPM)
 - e. Compiles data for the Housing Inventory Count (HIC)
 - f. Generates, compiles, or compares data from the HMIS for the Point-in-Time Count (PIT)

3. User Support
 - a. Sets Up the Configuration and User Levels of Users in the HMIS
 - b. Trains new users
 - c. Provides on-going training for users
 - d. Trains HMIS Lead agency staff
 - e. Provides user support for HMIS software issues (via telephone, email, etc.)
 - f. Provides user support for data entry issues

HMIS APR Step 6: Users

The Users form provides HUD information on the persons who directly use the HMIS system. The information in this section should be for the entire implementation.

1. Identify **how many total HMIS users are there in the implementation**. The number of users must be the unduplicated number of persons who have active logons to the HMIS as of the date on this form.
2. Answer Yes or No to: Do all users sign a User Agreement that outlines basic privacy/security policies applicable to the user?
3. Answer Yes or No to: Are all users trained in the system prior to receiving their passwords/logon information into the HMIS?
4. In a narrative of no more than 2,500 characters, **briefly describe the regular training for new users and any on-going trainings**. Include in the description, an overview of the content a new user is trained on, as well as the way in which training is provided (e.g., one-on-one, remote, group, etc.).
5. Identify **how many new users were trained in the implementation this year**. The year refers to the operating year of this grant.

HMIS APR Step 7: Governance

The Governance form provides HUD with information about the governance structure for managing the HMIS implementation.

Governance

1. Answer **Yes** or **No** to: Is there a governance Charter for each CoC in the HMIS implementation area?
2. Answer **Yes** or **No** to: Do the Charter(s) establish the decision-making structure regarding the HMIS?
3. Answer **Yes** or **No** to: **Are all CoCs in the implementation represented in the decision-making structure**. If this is a single CoC implementation, select N/A–Single CoC Implementation.
4. Answer **Yes** or **No** to: Are the roles and responsibilities for decision making clearly defined and codified in documents such as by-laws or governance charter(s)?
5. In a narrative of no more than 2,500 characters, briefly describe the relationship between the CoC Board and the HMIS Lead Agency.

Standards

6. Answer **Yes** or **No** to: Has the HMIS Lead worked with all participating CoCs to develop basic technical, security, privacy, and Data Quality standards?
7. Answer Yes or No to: Is there a process in place to update the standards?
8. Select the organization and person **who is responsible for monitoring the standards to ensure they are up-to-date and enforced**. The drop-down list of options includes: HMIS Lead–System Administrator; HMIS Lead–Data Analyst; HMIS Regional/Local–Support Staff; HMIS Regional/Local–User Support Staff; HMIS Vendor–Staff; CoC– Staff; Recipient Agency (Grantee)–Staff; Paid Consultant to HMIS or CoC–Consultant; Volunteer; Other; or Not Done in Our System. If the recipient selects **Other** a text box it will enter the name of the organization and person who monitors and enforces the standards.
9. Type in the year the HMIS Policy/Procedure Manual was last updated.

10. Answer Yes or No to: Does the HMIS have an Agency Agreement on the use of the HMIS with all agencies who have programs on the system?
11. In a narrative of no more than 2,500 characters, describe the timeliness standards in your implementation, how users are informed of those standards, and how they are monitored.

HMIS APR Step 8: System Coverage

General Coverage

1. Across the HMIS implementation identify the following:

For each of the following project types: Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Rapid Re-housing, and Safe Haven enter the **number of beds in the most recent Housing Inventory Chart (HIC) (minus any DV beds)** in the first column.

In the second column, again by project type, **enter the number of beds on HMIS in the most recent HIC**. *Sage* will automatically calculate the rate of coverage.

2. In a narrative of no more than 2,500 characters, answer: If there is not 100% coverage in any project type, explain why and what efforts you are taking to increase the coverage rate. If the system has 100% coverage, enter N/A.
3. Identify **how many client records are in your HMIS system**. This must be an unduplicated count of unique client records in the HMIS.
4. Answer **Yes** or **No** to: **Are there DV providers, as defined by VAWA, funded with CoC or ESG within the implementation?**
If **Yes**, please answer the following:
 - a. **Are they using a comparable database which can provide the required CSV Reports for their funding?**
 - b. **What is the name(s) of the comparable software system in use by DV providers?**
5. **Select the response option that best describes the participation of projects funded by each of the federal partner programs:** Choose from: Grantee(s) have funding and are entering data into HMIS, Grantee(s) have funding and are NOT entering data into HMIS, there are no grants for this in this HMIS Implementation, Some Grantee(s) are entering Data into HMIS and some are not.

Federal Partner programs include:

- HUD: CoC (Not Including DV Providers)
 - HUD: ESG (Not Including DV Providers)
 - HUD: HOPWA
 - HHS: PATH
 - HHS: RHY–Basic Center Program (BCP)
 - HHS: RHY–Transitional Living Program (TLP)
 - HHS: RHY–Street Outreach Program (SOP)
 - HHS: RHY–Maternal Group Home (MGH)
 - VA: Supportive Services for Veteran Families (SSVF)
 - VA: HUD/VASH
 - VA: GPD
6. Answer, in a narrative of no more than 2,500 characters, **Does the implementation have any issues with incorporating the federal partner projects into the HMIS that you want to share with HUD?**

HMIS APR Step 9: Financial Information

Funding Sources (associated with this dedicated HMIS project during the operating year)

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that financial staff of the organization have reviewed the report.

Report all HMIS sources of funding relevant to the HMIS grant described in the recipients Project Application.

If this is the only HMIS dedicated grant in use within the implementation, then report all HMIS income.

If this is one of several HMIS dedicated grants used to operate the HMIS then the income for the grant should be limited to the funding associated with this HMIS grant. For example, if there is a statewide implementation and a dedicated grant was received for HMIS from each of the CoCs within the implementation, then the income sources would only be reported as they apply to the grant for which this APR is being submitted.

Sources and dollar amounts must include, at a minimum, all monies received as match and leverage as was committed in the Project Application for this HMIS dedicated grant.

Sage defaults to \$0 for all line items, so the user only needs to complete the lines where funds have been expended.

HMIS funding sources include:

- HUD: CoC Grant (Dedicated HMIS Grants Only)
- HUD: CoC Administration/Planning/UFA Funds
- HUD: CoC Project Grants- please note that recipients cannot use funds from other CoC grants to match the Dedicated HMIS Grant
- HUD: ESG (Dedicated HMIS Grant)
- HUD: HOPWA
- HHS: RHY–Through RHY Grantees
- HHS: PATH–Through PATH Grantees
- HUD: VA Grantees–Through VA Program Grantees
- Local Government
- State Government
- Private/Foundation /Fundraising
- Participation/User Fees from Projects/Agencies
- Other

Funds Expended (associated with this dedicated HMIS project during the operating year)

Report all CoC Program funds expended from this dedicated HMIS Grant during the operating year by expenditure type and amount.

Expenditure Categories include:

- Equipment (Server, Computers, Printers)
- Software (Software Fees, User Licenses, Software Support)
- Services (Training, Hosting, Programming)
- Personnel (Costs Associated with Staff)
- Space and Operations
- Administration

Enter the Match Used for this Dedicated HMIS Grant

In the third part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the HUD regulations for the program under which the project was funded. The recipient must record all **cash** and **in-kind match** expended on this grant, including if the recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

HMIS APR Step 10: Additional Comments

The recipient will use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment as approved by HUD and other information it believes HUD needs to know. Recipients should use this form to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

HMIS APR Step 11: Sign and Submit

Please refer to [Sign and Submit](#) instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

Sign and Submit	5/14/2018	 Rejected	
Notes from latest status: Financial Issue: The HMIS grant required a match. No match is documented in the APR. Please reopen the financial section and provide the match information or respond via the Additional Comments section to identify why no match was received.			
VIEW ALL Status Changes and Notes			

The recipient will receive an email from *Sage* identifying the acceptance or rejection of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be for the recipient to note the comments for future improvement.
- If the email indicates the APR was **rejected**, follow the guidance provided by the field office and/or the instructions in [APR Resubmission](#).

COC PLANNING GRANT APR

The CoC planning grant APR is an APR filed by the CoC's Collaborative Applicant.

Note: Youth Homeless Demonstration Projects have an APR specifically designed for YHDP. For those instructions go to [Youth Homeless Demonstration Program - Planning Grant](#) in this guidebook.

Planning Grant APR Step 1: Grant Information

Please refer to the [Grant Information](#) instructions for the CoC Full APR. The Planning Grant APR does not have any grant focused information.

Planning Grant APR Step 2: Contact Information

Please refer to the [Contact Information](#) instructions for the CoC Full APR.

Planning Grant APR Step 3: Planning Actions and Outcomes

From the list of eligible expenses below check all the activities that were funded under this CoC planning grant:

- Coordination activities
- Project evaluation
- Project monitoring activities
- Participation in the Consolidated Plan
- CoC application activities
- Determining geographical area to be served by the CoC
- Developing a CoC system
- HUD compliance activities

Recipients are then required to provide a narrative response to the following questions.

- How the CoC Planning Grant funds were used
- Describe the outcomes your CoC observed because of the CoC Planning Grant

Planning Grant APR Step 4: Financial Information

Planning Grant Expenditures:

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that financial staff of the organization have reviewed the report.

Report on all CoC planning grant funds expended during this grant's operating year.

Tip: *Sage* defaults to \$0 for all line items, so the user only needs to complete the lines where funds have been expended.

Match

In the second part of the form, CoC recipients report the match committed to the grant during the operating year. Match requirements vary depending upon the program the grant was awarded under, but generally is cash or in-kind resources contributed to the grant and expended on eligible costs. For specific match requirements review the HUD regulations for the program under which the project was funded. The recipient must record all cash and in-kind match expended on this grant, including if the

recipient expended more match than was required. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

If there is a difference between funds the recipient expended and those it proposed in the application, the recipient must explain the difference in the Planning Grant APR Step 5: Additional Comments section of the APR (see below).

Planning Grant APR Step 5: Additional comments

The recipient will use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment approved by HUD and other information it believes HUD needs to know. Recipients should use this field to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

Planning Grant APR Step 6: Sign and submit

Please refer to [Sign and Submit](#) instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

The recipient will receive an email from *Sage* identifying the acceptance or rejection status of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be to note the comments for future improvement.
- If the email indicates the APR was **rejected**, then the recipient should open the Submission Launchpad for the APR and read the notes from the last submission that the CPD Representative placed in the APR. There the reviewer indicated the error(s) or omissions(s) in the APR which must be addressed.
 - For issues that require an explanation, use the Additional Comments form, and respond to the reviewer's issue.
 - For issues that identify a financial information issue the financial information form should be opened and corrected. Description, comments or notes regarding the changes made should be completed on the Additional Comments form.

Note: the VIEW ALL Status Changes and Notes link will open a summary of the history of the specific APR being looked which includes each status and the date it occurred, who did the work and the notes from that status.

SRO APR

The SRO APR is an APR filed by the Public Housing Agency (PHA) awarded the grant under the Section 8 Moderate Rehabilitation SRO. The recipient of all SRO grants in *Sage* are identified with the prefix “SRO” followed by the name of the Housing Authority. If the Housing Authority has access to a Recipient Dashboard for a CoC grant they will not be able to see their SRO grants on that dashboard. They must also have a log on to the SRO: PHA dashboard.

To complete an APR, follow the Submission Steps, below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in *Sage*. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report indicates exactly which forms users have completed, which forms are missing information, and, at the end what users have submitted to HUD.

SRO Recipients and Numbering:

SRO grants are to be submitted to HUD by the PHA. The PHA may give the owner/operator Data Entry access to *Sage* to complete portions of the APR. However, the APR must be reviewed and submitted by the PHA.

SRO grants are filed in *Sage* using the HUDCAP numbering rather than the CoC numbering system. The HUDCAP numbering includes the:

- Funding Increment Number – this number does not change and should be used to locate the APR through a SEARCH in *Sage*.
- Line Number – this number changes annually.
- HAP Number and Stage Numbers are not used by *Sage* but are stored in the system for reference.

SRO APR Step 1: Project Name and Operator

The project name and operator are entered for the first APR in the grant series. The project name should be the name used by the PHA and HUD to identify the grant; the Project Operator is an optional field provided only to help the PHA distinguish multiple grants in *Sage*. Subsequent APRs will be prepopulated with the information provided the prior year. PHAs may EDIT the name or operator as needed.

SRO APR Step 2: Grant Information

The SRO recipients must provide the following grant information.

Grant Information

Start date

End date

These dates are loaded into *Sage* and are in non-editable fields. They should represent the dates that the recipient is reporting on.

Answer **Yes** or **No** to: **Are the dates shown above your correct project year date range?** The dates, in general, should be correct—in which case respond **Yes**. If the recipient is certain they are

not correct, then respond **No**, tell HUD what dates it is filing this APR for, and why it believes the auto-populated dates are not correct.

1. **If no, why not and what dates were used instead?**

Community Focus Information

What CoC is this project affiliated with? The response has a dropdown menu that allows the recipient to search for the CoC it is associated with. The recipient is then able to scroll to see the choices in the state for the CoC that the project is affiliated with.

Answer **Yes** or **No** to: **Is this project recorded on the CoC's Housing Inventory Count (HIC)?** Indicate **Yes** if the project is included in the HIC for the CoC the recipient chose above. Indicate **No** if the project is not included in the CoC's HIC.

1. **If no, explain why this project is not included in the HIC?** *Briefly describe* in a narrative of no more than 2,500 characters why the project is not included on the above CoC's HIC.

Answer **Yes** or **No** to: **Are all of the clients housed in this project recorded in the above CoC's HMIS implementation as residing in this permanent housing project?**

1. **If yes, what organization enters the data on the residents?** Complete the name of the organization that enters data on the clients into HMIS.
 1. **If no, explain why this project is not included in the HMIS.** *Briefly describe* in a narrative of no more than 2,500 characters why all clients housed in this project are not recorded in the CoC's HMIS.

SRO APR Step 3: Contact Information

See [Contact Information](#) instructions for the CoC Full APR.

SRO APR Step 4: Housing Information

How many units did this project have this operating year? Report the actual number of units reliably ready for occupancy starting on or before the last day of the project's operating year.

How many persons were served in this project this operating year? Report the total number of unduplicated persons served throughout the operating year.

Answer **Yes** or **No** to: **Are essential services provided for these clients?**

1. **If yes, what organization provides the services?** Enter the name of the organization that provides services to the clients in this project.

SRO APR Step 5: Additional Comments

Use this text box to inform HUD of why this report is reflecting differently than the grant application or amendment, as approved by HUD, and other information it believes HUD needs to know. Recipients should use this field to describe any discrepancies in their APR and provide HUD any other information it may need as it reviews the APR.

SRO APR Step 6: Sign and Submit

Please refer to [Sign and Submit](#) instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

1. accept the APR submission (with no comment),
2. accept the APR submission with comments, or
3. not approve the APR.

The recipient will receive an email from *Sage* identifying the acceptance or rejection status of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be to note the comments for future improvement.
- If the email indicates the APR was **rejected**, then the recipient should open the Submission Launchpad for the APR and read the notes from the last submission that the CPD Representative placed in the APR. There the reviewer indicated the error(s) or omissions(s) in the APR which must be addressed.
 - For issues that require an explanation, use the Additional Comments form and respond to the reviewer's issue.
 - For issues that identify a financial information issue the financial information form should be opened and corrected. Description, comments, or notes regarding the changes made should be completed on the Additional Comments form.

Note: the VIEW ALL Status Changes and Notes link will open a summary of the history of the specific APR being looked which includes each status and the date it occurred, who did the work and the notes from that status.

COORDINATED ENTRY (CE) APR

The Coordinated Entry (CE) APR is for projects funded through the Continuum of Care Program as Supportive Services Only, who indicated the funds were to exclusively support CE. To complete an APR, follow the Submission Steps identified below. To start, click the **ADD** link for each submission section and add the information required for the APR. Each section will allow the user to **SAVE** information in *Sage*. Users can also go back to the page and **EDIT** the information they entered at any time prior to the final submission to HUD. The on-screen status report shows you exactly what forms you have completed, what forms are missing information, and at the end what has been submitted to HUD.

CE APR Step 1: Grant Information

See [Grant Information](#) instructions for the CoC Full APR. The CE APR does not have any grant focused information.

CE APR Step 2: Contact Information

See [Contact Information](#) instructions for the CoC Full APR.

CE APR Step 3: CE Basic Information

Questions:

Complete the following questions by selecting the answer which relates to the entire CE process operating in the geography with funding from this grant. The grant being reported on may fund all, part, or none of the activities in the CE, but the entire process is to be reported on.

1. Was the CE process this grant supports operational on or before January 23, 2018? Select either Yes, No, or the APR is reporting on an operating year prior to 2018.
2. **The CE process serves.** Identify if this CE process serves a single CoC or multiple CoCs.
3. **The CE process includes victim service providers.** The inclusion of victim service provider(s) in the process means that the provider(s) is a full and active participant in the CoC's CE process, rather than using a separate CE process for victim service providers. Select either **Yes** or **No**.

If No was selected, then respond to: Is there a formal referral system between CE and CoC and ESG funded victim service providers. Select either **Yes** or **No**.

4. Does the CE process incorporate all ESG funded projects consistent with ESG standards for assistance? Select either **Yes**, **No**, or **ESG does not have written standards**. ESG funded projects include all projects funded by ESG, whether through a state, county, city, or territory which is operational within the geography identified in question 2 above. If the CE process is inclusive of all ESG funded projects, select **Yes**.
5. Does the CoC have an at-least annual evaluation conducted by the CoC to ensure compliance and effectiveness of the CE process? Select either **Yes** or **No**.
6. Did the CoC distribute protocols and conduct an assessor training in the past year, which may have been in-person, a live or recorded online session, or a self-administered training, to participating staff at organizations that serve as access points or otherwise conduct assessments? Select either **Yes** or **No**.
7. Are all CoC and ESG funded housing project (TH, RRH, TH-RRH, and PSH) vacancies filled with referrals from the CE process? Select either **Yes** or **No**. If the CE process during the operating year did not include referrals to housing, select **No**.
8. **What stakeholders were consulted in the development of the CE process?** Identify as many of the following stakeholders as actively participated during any phase of the development of the CE process:
 - CoC Board (members or staff)
 - CoC funded projects (other recipients of CoC grants and/or their subrecipients not including staff funded by this or any other CE grant or an HMIS grant)
 - ESG funded projects (i.e. subrecipients)
 - ESG recipients/jurisdictions (i.e. the state, county, city, or territory which funds projects in the CE geography)
 - Youth projects (projects serving unattended youth)
 - Youth advocates

- DV providers (including DV shelters, hotline organizations, DV restricted housing providers, etc.)
- DV advocates
- Other homeless subpopulation projects/advocates (including homeless coalitions, mental health/substance abuse projects, etc.)
- Homeless/formerly homeless persons
- HMIS Lead (HMIS system administrators, trainers, or other HMIS staff)

CE APR Step 4: Access to CE

This section relates to the **access** persons have to the CE process. Complete the following questions by selecting the answer which relates to the entire CE process operating in the geography with funding from this grant. The grant being reported on may fund all, part, or none of the activities in the CE, but the entire process is to be reported on.

Definition: Access points are defined in the CE Notice¹ as “the places—either virtual or physical—where an individual or family in need of assistance accesses the coordinated entry process.”

Questions

1. **In a brief narrative describe how access to CE works.** The narrative may not be longer than 2500 characters and should describe the full CE process.
2. **Identify the ways in which your community’s CE access worked in this reporting period.** A CE process may have one or more of the following access methods. Select only those methods which are active in the CE process.
 - A hotline or 211 system where clients call a central phone number for access to housing/services
 - A central location (i.e. a walk-in center for access to housing/services)
 - A regional approach where walk-in locations are scattered for easy access to locations throughout the geography
 - A no-wrong door approach where clients may present at any housing/service provider in the participating geography and is assessed using the same tool and methodology as all other projects use across the system
 - A specialized team of workers which provide assessment services at locations not meant for human habitation (e.g. streets)
 - Other
3. Do persons fleeing domestic violence² access CE via the same process and locations described above or separately? Describe how it is similar or different to other populations’ access. In a brief narrative of no more than 2500 characters identify if the process and locations that persons fleeing domestic violence use as related to others who are literally homeless. If any other subpopulation within the geography also has a different type of access describe how DV access compares to it.
4. Is the CE process easily accessible by persons seeking housing or services including persons with limited English proficiency, and persons with visual, auditory, or mobility impairments? Select either **Yes** or **No**.

¹ CE Notice refers to the [Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#) (CPD-17-01) issued on January 23,2017

² Households fleeing violence refers to households with any of the following situations: fleeing, attempting to flee, domestic violence, dating violence, sexual assault, or stalking.

CE Access Statistics

The following table is basic information on the number of households who **accessed** the CE during the operating year. Each household is to be recorded by household type using the household typing configuration of all APRs which are detailed in the *HMIS Reporting Glossary*. The numbers recorded should represent the unduplicated count of households **accessing** the CE during the operating year (i.e. count a household only one time regardless of whether they presented multiple times during the year). In addition to the unduplicated total count, the table provides the number of households with unaccompanied youth who accessed the CE; this is a subset of the total count. If you did not collect access information leave the table blank.

Unduplicated number of HOUSEHOLDS who accessed CE during the operating year (<i>count all households, not persons in households</i>)	
households without children	#
households with adults and children	#
households with only children	#
Total households who accessed CE	<i>Sage sums</i>
Households of unaccompanied youth	

CE APR Step 5: Coordinated Screening and Assessment

Complete the following information by selecting the answer which relates to the **assessment** tool(s) utilized by the CE process. Answers are based on the assessment tools utilized by the entire CE process for the geography. The grant being reported on may fund all, part, or none of the assessment activities in the CE, but the entire process is to be reported on.

Definition: Assessment per the CE Notice “refers to the use of one or more standardized assessment tool(s) to determine a household’s current housing situation, housing and service needs, risk of harm, risk of future or continued homelessness, and other adverse outcomes. HUD does not intend that the term be confused with assessments often used in clinical settings to determine psychological or physical health, or for other purposes not related to preventing and ending the homelessness of persons who present to coordinated entry for housing-related assistance. Assessment tools often contain a range of questions and can be used in phases to progressively engage a participant over time.”

Definition: Prioritization in the context of the CE process per the CE Notice “refers to the coordinated entry-specific process by which all persons in need of assistance who use coordinated entry are ranked in order of priority. The coordinated entry prioritization policies are established by the CoC with input from all community stakeholders and must ensure that ESG projects are able to serve clients in accordance with written standards that are established under 24 CFR 576.400(e). In addition, the coordinated entry process must, to the maximum extent feasible, ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability.”

Questions

1. Describe in a brief narrative the CE **assessment** tools utilized this reporting period and describe if more than one tool is used and, if more than one, how each tool is used. In a brief narrative of no more than 2500 characters identify and describe the tools used across the CE entire process for assessment.
2. Does the CE process include screening for homelessness diversion? Select either **Yes** or **No**.

3. **Does the CE rely on a single assessment tool for all household types?** Household types refers to: households without children, households with adults and children, households with unaccompanied youth only, and households fleeing domestic violence. Select either **Yes** or **No**.
 - a. If Yes was selected, then in a brief 2500-character narrative respond to How do you ensure that the most vulnerable households across these populations are prioritized?
 - b. If No was selected, then check as many responses as are appropriate for the CE process identifying **Which household type(s) has a separate assessment tool?**
 - Households without children
 - Households with children and adults
 - Households with only unaccompanied youth
 - Households fleeing violence
 - Households at-risk of homelessness

4. Select from the following choices how the CE assessment tool prioritizes households:
 - Ranked order based solely on assessment tool score – without community driven prioritization
 - Ranked order based on assessment tool score and community priorities (e.g. The tool has some mechanism for scoring, but the community process is overlaid on scoring to ensure results meet the prioritization of the community)
 - Community priorities inform or are built into the assessment process. (e.g. Community designed assessment tool to assess specific community-driven priorities)
 - The CE does not yet have a method to prioritize households

Screening /Assessment Statistics

The following table is basic information on the number of households who were provided a CE screening or assessment during the operating year. Each household is to be recorded by household type using the household typing configuration of all APRs which are detailed in the [HMIS Reporting Glossary](#). The numbers recorded should represent the unduplicated count of households that were screened, or assessed the CE, during the operating year (i.e. count a household only one time regardless of whether they presented multiple times during the year). In addition to the unduplicated total count, the table provides the number of households with unaccompanied youth who accessed the CE; this is a subset of the total count. If you did not collect screening/assessment information leave the table blank.

Unduplicated number of HOUSEHOLDS who were screened/assessed during the operating year <i>(count all households, not persons in households)</i>	
households without children	#
households with adults and children	#
households with only children	#
Total households who received a screening or assessment	Sage sums
Households of unaccompanied youth	

CE APR Step 6: CE Referrals

Complete the following information by selecting the answer which relates to the **referrals** provided through the CE process. Answers are based on the persons who were referred through the CE process across the geography. The grant being reported on may fund all, part, or none of the referral activities in the CE, but the entire process is to be reported on.

Questions

1. Describe how the process works to ensure that the highest prioritized people/households in your community are referred quickly to available housing. Describe in a brief narrative of no more than 2500 characters the referral process. Be sure to include how those of highest priority receive referrals, how you identify housing availability, and how quickly that happens.
2. Describe the largest number of persons who were identified as needing a specific type of housing where that housing was not available within the inventory, and a substitute referral (e.g. identified as needing PSH but referred to RRH) was made. Include – how was that gap determined (e.g. by data collected or other means). Write a brief narrative of no more than 2500 answering the question.
3. Select from the following choices how the community's CE process, for this reporting period, referred households/persons experiencing homelessness to:
 - Safe Havens
 - Emergency Shelters
 - Transitional Housing
 - Rapid Rehousing
 - Permanent Supportive Housing
 - Homelessness Prevention
 - Directly connected to DV services as needed
 - Street outreach
 - No referrals/placement yet – Select this answer if the CE is not operational or the CE does not make referrals/placements.
4. Does the CE collect data on referrals and placements? Select either **Yes** or **No**.
 - If **Yes** was selected, write a brief narrative in no more than 2500 characters describing **what type of system is used to collect referral and placement data**.
 - If **No** was selected, write a brief narrative in no more than 2500 characters **explaining how you can determine success of the CE process**.

Referral Statistics

In the first cell provide the unduplicated number of how many households were provided one or more referrals during the operating year. This is a total count of all types of households (not persons). If you did not keep this data during the operating year leave the response blank.

How many households were provided one or more referrals during the operating year?	#
---	---

In the following cells, identify the number of households referred to the following places. This data was specified to be collected by HMIS for all CE projects, (element 4.18) to indicate the appropriate disposition of the client following a housing crisis assessment once, at or before project exit. Collection of this data was required for all Coordinated Assessment projects, at or by project exit or when the information is known for all CoC and federal partner Components. If you did not keep this data during the operating year leave the response blank.

If referral information was maintained, identify the number of households referred to the following places <i>(HMIS Data Standards 4.18 Housing Assessment Disposition)</i>	#
Referred to emergency shelter/safe haven	#
Referred to transitional housing	#
Referred to rapid re-housing	#
Referred to permanent supportive housing	#
Referred to homelessness prevention	#
Referred to other continuum project type	#
Referred to a homelessness diversion program	#
Unable to refer/accept within continuum; ineligible for continuum projects	#
Unable to refer/accept within continuum; continuum services unavailable	#
Referred to other community project (non-continuum)	#
Applicant declined referral/acceptance	#
Applicant terminated assessment prior to completion	#
Other referral provided	#
Data not collected	#
Total households who received a referral	Sage sums

CE APR Step 7: Data Collection Information

Questions

1. **Does the CE use HMIS for data collection?** Select either **Yes** or **No**. Based on answering yes or no, a series of additional questions will be asked.

IF YES

- Is the data imported into the HMIS or is it directly entered?
 - Select **direct data entry** if all CE data (exclusive of data collected by victim service providers) is entered directly into the HMIS.
 - Select **imported data** if data is collected in multiple systems and/or software and is imported to the CoC's approved HMIS via a data export or API.
 - Select **both** if both direct data entry AND data import is used to generate the full extent of the CE process in the geography.
- How is the CE structured (set-up) in your HMIS?
 - Select **one CE project where all participants are recorded** if there is a single project set up in the HMIS. This single project would contain all of the records for all of the persons served by CE (exclusive of data collected by victim service agencies) regardless of their physical location.
 - Select **different CE projects for each access point** if the community has multiple access/entry points into the CE which collect data into unique CE projects set up in the HMIS for recording data. This means that the CE has multiple project names in the system to associate a client with so that persons at different locations enter data into their unique project which may or may not later be able to be merged into a single HMIS report.

- Select **custom CE field/forms added to all HMIS contributing projects** if the CE is operated across the geography with various projects contributing to the CE effort – each collecting exactly the same data via a custom form / field set up.
- **Regardless of project set-up, are all elements required for SSO-CE projects maintained in whatever project(s) are in the HMIS?** “All elements” means all universal and program specific elements identified in the HMIS Data Standards as required for Services Only projects. Select either **Yes** or **No**.
- **Do all funded CoC and ESG members who are required to use HMIS, participate in the CE portion of the HMIS?** Select either **Yes** or **No**. Participation in the system may include direct data entry, completing shared assessment forms, accepting electronic referrals, recording housing disposition, or any other means whereby all projects have an appropriate level of participation based on the process used.
- **Do all projects associated with the CoC, but are not required to use HMIS, participate in the CE portion of the HMIS?** Select either **Yes** or **No**. Projects associated in this instance means: emergency shelters, transitional housing for homeless persons, and any type of permanent housing dedicated to homeless persons where the agency operating the project is part of the CoC.

IF NO

- **Does the data system in use collect all of the HMIS Data Standards common elements on each person served?** Select either **Yes** or **No**. The HMIS Data Standards identify universal and common data elements. Universal are the Personally Identifying Information (PII). The common elements go beyond PII and are the other elements used by all HUD and federal partner programs (e.g. income, special needs, etc.).
 - **Does the data system have the ability to group persons into households with a single head of household and changing membership over time?** Select either **Yes** or **No**. For example: when a person leaves a household and later enters CE again, but are no longer part of the original household, are they a new household, or can persons who enter a household in the course of CE be added?
 - **Please describe the type of data system used (e.g. type of data collection system, name of software, etc.)** In a brief narrative, of no more than 2500 characters, describe as clearly as possible how data is collected across the CE, what type of system(s) are used, and name the system in use.
- I. Can you identify the average length of time between the stages in the CE process: project start, date of assessment, date of referral provided, date of housing move-in? Select either **Yes** or **No**.

If Yes - What is the average length of time between CE project Start date and the date of housing move in? Identify the time by the average number of days between start and housing move in.

If No - Describe how the CoC plans to collect this information in the future, including a timeframe for implementation. In a brief narrative, of not more than 2500 characters, describe data collection plans which will include being able to identify the average length of time between stages, as well as what the CoC’s time frame for implementing this is.

CE APR Step 8: Financial Information

It is expected that the financial expenditures of HUD funds shown on the APR match the funds drawn on the grant from the LOCCS system. Therefore, recipients should be sure that all funds are drawn prior to the submission of the APR and that financial staff of the organization have reviewed the report.

Report on all CoC SSO-CE funds expended during this grant's operating year.

Expenditures

In the first section of the form, CoC recipients report funds expended during the operating year by budget line item, including: supportive services, HMIS, and administration.

Tips: *Sage* defaults to \$0 for all line items, so the recipient only needs to complete the lines where funds have been expended.

Cells grayed out were not eligible costs for CE and thus do not need to be reported.

Match

In the second section of the form, CoC recipients report the match committed to the grant during the operating year and is either cash or in-kind resources contributed to the grant and expended on eligible costs. Complete the cash match and in-kind match lines with the actual value of the match for this grant.

Sage will automatically calculate the percentage of match. It will calculate the total match divided by the total expenditures.

CE APR Step 9: Performance Accomplishments

The recipient must describe in no more than 2,500 characters, any significant accomplishments the project achieved during the operating year.

CE APR Step 10: Additional Comments

Component type: ALL (Optional)

The CoC recipient is expected to use this text box to inform HUD of why this report reflects information differently than was in the grant application or an amendment as approved by HUD. The CoC recipient must use this text box to describe any discrepancies in its APR and provide HUD any other information it might need as it reviews the APR. This includes but is not limited to information on fund expenditures that differ from the original application.

CE APR Step 11: Sign and Submit

Please refer to [Sign and Submit](#) instructions for the CoC Full APR.

HUD Review

HUD will review the APR. HUD will either:

4. accept the APR submission (with no comment),
5. accept the APR submission with comments, or
6. not approve the APR.

The recipient will receive an email from *Sage* identifying the acceptance or rejection status of the APR.

- If the email indicates the APR was **accepted**, there is no further action required by the recipient.
- If the email indicates the APR was **accepted with comments** the recipient should open the Submission Launchpad for the APR and read the comments that are on the bottom of the form. The action required would be to note the comments for future improvement.

- If the email indicates the APR was **rejected**, then the recipient should open the Submission Launchpad for the APR and read the notes from the last submission that the CPD Representative placed in the APR. There the reviewer indicated the error(s) or omissions(s) in the APR which must be addressed.
 - For issues that require an explanation, use the Additional Comments form and respond to the reviewer’s issue.
 - For issues that identify a financial information issue the financial information form should be opened and corrected. Description, comments or notes regarding the changes made should be completed on the Additional Comments form.

Note: the VIEW ALL Status Changes and Notes link will open a summary of the history of the specific APR being looked which includes each status and the date it occurred, who did the work and the notes from that status.

KEY TERMS

Active client—a person who received services from a specific project in a given date range. If the client has a project entry date that is before or equal to the operating year start date AND has either not exited the project or exited after the report start date they are included in the report. This is consistent with Method 1 for defining Active Clients according to the [HMIS Standard Reporting Terminology Glossary](#).

Adult—a person age 18 and older.

Annual assessment—a specialized subset of the ‘update’ collection point. The annual assessment is to be recorded no more than 30 days before or after the anniversary of the person’s project entry date, regardless of the date of the most recent ‘update’ or ‘annual assessment’, if it was collected in the year. In order to be considered reportable to HUD as an annual assessment, data must be stored with a *Data Collection Stage* of ‘annual assessment’ in the database.

Child—a person under age 18.

Chronically homeless individual—a person who:

1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
3. Has a qualifying disability.

This is consistent with the definition of chronic homelessness as defined in the [Defining Chronically Homeless Final Rule](#).

Comparable database—a database used by a victim service provider, as defined by the Violence Against Women Act (VAWA), and, in limited circumstances, a legal service provider to collect client-level data and generate unduplicated aggregate reports based on that data. The comparable database must be compliant with HMIS data standard fields to be able to generate the APR.

Comma Separated Value (CSV)—a file format which store numbers and text from a database in plain text using commas as a separator between fields. The CSV file used in the APR is a specified CSV that is outlined in the [APR Reporting Specifications](#).

Dashboard: The landing page used to work on the grants of specific entities.

HMIS implementation—the area that is participating in the HMIS. An HMIS implementation includes the CoC(s) that have agreed to support one HMIS software or regularly utilize data integration to combine data from multiple HMIS software’s with the primary HMIS software.

Household without children—a household composed of only adults.

Household with children and adults—a household with at least one adult and one child present regardless of whether the child(ren) is present for the full project stay. (For the purpose of the APR, if there is ever a child in the household, the household will always be characterized as a household with children).

Households with only children—a household composed of only persons that are under age 18.

Leaver—a person who exited the project (one or more times) and is not active on the last day of the operating year.

Program component—a characterization of a project based on how a program operates and is often impacted by how the project is funded. Each CoC recipient applied for a specific type of grant (or component). The table below outlines the component types available to CoC recipients and what programs funded them:

Component Type	Program that Funded the Grant
Permanent Housing (PH)	CoC Program, S+C Program, SHP, SRO
Transitional Housing (TH)	CoC Program, SHP
Supportive Services Only (SSO)	CoC Program, SHP
Homeless Management Information System (HMIS)	CoC Program, SHP
Safe Haven	SHP, CoC Program (can only be renewed—no new

Recipient—an entity that was awarded the grant for which the APR is being submitted.

Stayer—a person who is still enrolled in the project on the last day of the reporting period. Stayers include persons who have previously exited the project and have re-entered the project as long as they were active on the last day of the reporting period.

Youth—a person under age 25.

Unknown household type—a household that cannot be classified in cases when one or more persons are missing dates of birth. However, when the households already have at least one known adult and one known child, the household type will be categorized as a Household with Children and Adults.

User Set-up:

- **Position-** The party using *Sage* based on their work – recipient, CoC and HUD staff.
- **Entity-** The organization the user is affiliated with. An organization is a specific grant recipient CoC, or CPD Field Office. If a *Sage* user holds more than one position (e.g. they work with the organization responsible for the CoC process and application and must complete an APR for a planning grant) they will have two entities, they are affiliated with (the CoC entity and the recipient entity).

- **User Level**- The level of access an individual user has to *Sage*. Recipients and CoC users who have Account Admin have the highest access level.

Victim service provider—a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

Veteran—a person who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

CSV-APR REPORT–QUESTION DETAILS

The client data used to report in the APR is collected in the local HMIS. Each HMIS must comply with HUD’s most recent data standards, as found in the [HMIS Data Manual](#), the [HMIS Data Dictionary](#), and the [Project Descriptor Data Elements Manual](#). Additionally, HMIS software follow the [HMIS Standard Reporting Terminology Glossary](#) for calculating certain concepts in HMIS (e.g., age, chronic homeless status). If the recipient believes there is an error in the data, they need to talk with their HMIS Lead about the data.

All CSV output must be formatted exactly in accordance with the CoC APR and ESG CAPER HMIS Programming Specifications. This includes percentage formats.

Q4a HMIS Information

Component type: ALL

Q4a Project Identifiers in HMIS contain the elements that are set up in the HMIS to identify the recipient’s project. If multiple projects are run together to generate one CSV, the HMIS Information will be contained in each project and all will be displayed in *Sage*. The identifiers include:

- Organization Name
- Organization ID
- Project Name
- Project ID
- HMIS Project Type (refer to [CoC HMIS Program Manual](#) for project type information)
- Method for Tracking ES (only completed for Emergency Shelters)
- Affiliated with a residential project (only completed for SSO with residential project affiliation)
- Project ID’s of affiliations (only completed for SSO with residential project affiliations)
- CoC Number
- Geocode
- Victim Service Provider (yes - if victim service provider)
- HMIS Software Name (name of HMIS or comparable software which generated the report)
- Report Start Date (start date selected in the HMIS/comparable software for the report)
- Report End Date (start date selected in the HMIS/comparable software for the report)
- CSV Exception (yes- if an exception was approved by HUD)
- Uploaded via emailed hyperlink (yes - if exception was used to upload the report)

Validation: HMIS Project Type must match the project type of the grant as identified in Q1, with the exception of project types for SSOs which may be different in accordance with the [CoC HMIS Program Manual](#). (Details on project type set-up in HMIS are found in Program Specific HMIS Manuals: [CoC Program HMIS Manual](#).)

Q5a Report Validations

Component type: ALL

Q5a report validations table provides a summary of the persons served in the recipient's project and reported on in the APR. It is the reference table for all validations in the APR. For example, the total number of persons served in Q7 must match validation number 1–Total number of persons served. The validation table reports on the total number of persons by category for the period the report is generated for.

1. Total number of persons served
2. Number of adults (age 18 and over)
3. Number of children (under age 18)
4. Number of persons with unknown age
5. Number of leavers
6. Number of adult leavers
7. Number of adult and head of household leavers
8. Number of stayers
9. Number of adult stayers
10. Number of veterans
11. Number of chronically homeless persons
12. Number of youth under age 25
13. Number of parenting youth under age 25 with children
14. Number of adult heads of household
15. Number of child and unknown-age heads of household
16. Heads of households and adult stayers in the project 365 days or more

Validation: None.

All totals in table shells beginning with Q7 must match totals reflected in Q5a.

Q6 Data Quality

Each section of the Data Quality Report must have a details mode output for users to identify the specific records included in the section which are generating errors. **All CoC projects are encouraged to run this report monthly and correct errors.** Data quality is correctable if caught in a timely fashion, when the recipient may still have access to the client.

Component type: ALL

The data quality section in the APR corresponds to the HMIS Data Quality report programmed into the HMIS. This report consists of the following six tables:

1. **Q6a Data Quality: Personally, Identifiable Information (PII):** reports the unknown or missing information about each PII element as well as other data issues with some elements.
2. **Q6b Data Quality: Universal Data Elements:** reports errors based on inconsistent or system identified incorrect information entered into the HMIS.
3. **Q6c Data Quality: Income and Housing Data Quality:** reports errors associated with the core performance measures housing destination and income.
4. **Q6d Data Quality: Chronic Homelessness:** reports errors associated with Data Standards element 3.917 in the HMIS Data Standards.
5. **Q6e Data Quality: Timeliness:** reports on the amount of time it took to enter entry and exit records into the database.

6. **Q6f Data Quality: Inactive Records: Street Outreach and Emergency Shelter:** reports the number and percent of inactive records the project has. Communities should have policies on automatic exits for Street Outreach and Emergency Shelters so that records do not languish open in the system.

Validation: Percentages cannot be greater than 100%.

Q7 Persons Served

Component type: ALL - Extra Information for RRH and PSH

Recipients report on persons served in two tables. Table 7a looks at the total number of [active clients](#) by household served by the project during the operating year. Additionally, table 7a shows the total number of persons in RRH and PSH projects who were served during the operating year who moved into housing.

Table 7b looks at persons who have a housing move-in date and were served at a point in time which is the last Wednesday of January, April, July, and October.

Validation: Q7a Total Number of Persons Served **must** = Q5-1. Total number of persons served.

Q8 Households Served

Component type: ALL

Recipients report on households served in two tables. Table 8a looks at the total [count of households](#) served during the operating year by the project. Additionally, table 8a shows the total number of households in RRH and PSH projects who were served during the operating year who moved into housing.

Table 8b looks at households who have a housing move-in date and were served at a point in time which is the last Wednesday of January, April, July, and October.

Validations: Q8a Number of Households Served **must** = Q5-14. Number of Adult Heads of Household **and** Q5-15. Number of Child & unknown Heads of Household.

Q9 Contacts and Engagements

Component type: SSO--Street Outreach

Recipients report on street outreach in two tables.

1. Table 9a reports on the number of active clients (adults or head of households) who were contacted by street outreach workers and the number of contacts made with them since their project entry.
2. Table 9b reports the number of persons engaged during the operating year and the rate of engagement.

Note: contacts made for persons who have open records during the operating year but whose entry date was prior to the start of the operating year are counted in this question.

The rate of engagement calculates how many contacts it took for all clients who were engaged during the reporting period to become engaged.

Q10 Gender

Component type: ALL

Recipients report on the gender of persons served in three tables.

1. 10a reports on the gender of adults.
2. 10b reports on the gender of children.
3. 10c reports on the gender of persons who are missing age information either because they didn't know, refused to provide the information, or the information was not collected.

Persons are reported by gender under the type of household in which they were associated for their last project stay.

Validations:

- Q10a Gender of Adults **must** = Q5-2. Number of Adults (age 18 or over)
- Q10b Gender of Children **must** = Q5-3. Number of children (under age 18).
- Q10c Gender of Persons Missing Age Information **must** = Q5-4. Number of persons with unknown age.

Q11 Age

Component type: ALL

Recipients report on the age of persons served based on several age groups. Age is reported based on the person's age at most recent project entry (the last project stay of the reporting period) or on the first day of the reporting period, whichever is later.

Validation: Q11 Age **must** = Q5-1. Total number of persons served.

Q12 Race and Ethnicity

Component type: ALL

Recipients report on the race and ethnicity of persons served in two tables.

1. 12a reports on race.
2. 12b reports on ethnicity.

If the client has indicated they are more than one race in the HMIS, they are reported in the **Multiple races** row of the table.

Validations:

- Q12a Race **must** = Q5-1. Total number of persons served.
- Q12b Ethnicity **must** = Q5-1. Total number of persons served.

Q13 Physical and Mental Health Conditions

Component type: ALL

Recipients report on the conditions and disabilities of persons served in these tables during the reporting period. These include mental illness, alcohol abuse, drug abuse, chronic health condition, HIV/AIDS and related diseases, developmental disability, and physical disability. The information on conditions are to be based on latest project stay. A person may have more than one condition; therefore, the tables are not unduplicated. Households with children and Adults is updated to identify Adults in HH with Children and Adults and separately Children in HH with Children and Adults in all Q13 tables.

1. 13a1, and 13b1, and 13c1 report on the number of persons with each condition and disability served by the project during the reporting period. The questions further break down disability information based on what was reported at project entry (Q13a1), project exit for [leavers](#) (Q13b1), and the most recent update for [stayers](#) (Q13c1).
2. 13a2, and 13b2, and 13c2 report on the number of conditions (no conditions, 1, 2, 3 or more conditions) for each person by the same data collection stages.

Validations:

- Q 13a1, 13b1, 131 none.
- Q13a2 Number of Conditions at Entry **must** = Q5-1. Total number of persons served.
- Q13b2 Number of Conditions at Exit **must** = Q5-5. Number of leavers.
- Q13c2 Number of Conditions for stayers **must** = Q5-8. Number of stayers.

Q14 Domestic Violence

Component type: ALL

Information on clients' history with domestic violence is reported in two separate tables. 14a reports on all adults and heads of households who indicated they were a survivor of domestic violence while 14b reports on the number of persons fleeing domestic violence at the time of project entry.

Note that both questions are based on the report by the client at their last project stay of the reporting period (if they had multiple entries). Children in households of adult survivors are not reported.

Validation: None

Q15 Living Situation

Component type: ALL

The living situation table reports on the living situation of adults and heads of households immediately prior to entering the project. The response options correspond to the response options in data element 3.917 Living Situation in the HMIS 2020 Data Standards. The table is broken into three categories: homeless situation, institutional settings, and other locations.

Validation: Q15 Living Situation **must** = Q5-2. Number of adults + Q5-15. Number of child and unknown age Heads of Household.

Q16, 17, 18, 19 Cash Income

Component type: ALL

There are six tables which report on cash income. All of them report income from an adult's record only.

1. **Q16 Cash Income Ranges** reports the income in dollar amount ranges for all adults at project entry, those stayers who were required to have an annual assessment, and those clients who exited the project (leavers).

Note: the column for the Income at Latest Annual Assessment for Stayers also includes information on the number of stayers who were not required to have an annual assessment and those that *were* required to have one, but the assessment was not completed in HMIS (or not noted that it was an annual assessment or within the time frame allowed for an annual assessment).

Validations:

- Q16 Cash Income Ranges -Total Adults/Income at Entry (Column B) **must** = Q5-2. Number of adults (18 or over).
 - Q16 Cash Income Ranges -Total Adults/Income at Latest Annual Assessment for Stayers (Column C) **must** = Q5-9. Number of Adult Stayers.
 - Q16 Cash Income Ranges -Total Adults/Income at Exit for leavers (Column D) **must** = Q5-6. Number of Adult Leavers.
2. **Q17 Cash Income Sources** uses the same clients identified for reporting in Q16 (i.e. all adults at entry, annual assessment, and exit) and reports on the specific sources of income that each person received. A person may have more than one income source—therefore, the tables are not unduplicated. Instead, it reports on the number of adults with income that were included in the entry, annual assessment, and exit groups so as to calculate percentages of persons with a single source as may be needed.
 3. **Q18 Client Cash Income Category—Earned/Other Income Category** reports on income based on the source and breaks the information down to report persons with earned income compared to other cash income and all of the variations on that at entry, annual assessment and exit.

Validations:

- Q18 Client Cash Income Category— Earned/Other Income Category – Total Adults/ number of adults at entry (Column B) **must** = Q5-2. Number of adults (18 or over).
 - Q18 Client Cash Income Category— Earned/Other Income Category – Total Adults/ number of adults at annual assessment - stayers (Column C) **must** = Q5-9. Number of adult Stayers.
 - Q18 Client Cash Income Category— Earned/Other Income Category – Total Adults/ number of adults at exit - leavers (Column D) **must** = Q5-6. Number of adult Leavers.
4. **Q19 Client Cash Income – Changes Over Time** is reported in three tables for clients by “Start and Latest Status”, “Clients by Start and Exit”, and Clients by Start and Latest Status/Exit”.

Validation: None

Q19b Disabling Conditions and Income for Adults at Exit

Component type: ALL

This question looks at persons with disabling conditions at project start and key income sources at exit. This question enables a more discerning look at income for persons with disabling conditions in terms of both access to income and sources of income to continue to support “increased income” for populations with disabilities.

Validation: None

Q20 Non-Cash Benefits

Component type: ALL

There are two tables to report on non-cash benefits.

1. 20a reports on the type of non-cash benefits received.
2. 20b reports on the number of non-cash benefit sources received by all active adults.

Validations:

- Q20b Number of Non-Cash Benefit Sources – Total/Benefit at entry (Column B) **must** = Q5-2. Number of adults (age 18 or over).
- Q20b Number of Non-Cash Benefit Sources – Total/ Benefit at exit (Column D) **must be less than or** = Q5-6. Number of adult leavers.

Q21 Health Insurance

Component type: ALL

Recipients report on the health insurance of persons served based on their information at entry, annual assessment, and exit for those who have left. The table also includes information on whether persons have one or more types of health insurance or no health insurance.

Q22 Length of Participation

Component type: 22a1 and 22b – ALL; Q22c and Q22e for PSH and RRH

Recipients report on the length of participation of persons served in the project in two tables.

1. Q22a1 reports on the length of participation in the project for leavers and stayers.
2. Q22b reports the average and median length of participation for leavers and stayers.

This question identifies the length of participation of persons served in the project based on their last episode of service/housing in the project. Participation accounts for all the days a person was in the project—even if some of those days occurred prior to the reporting period. The leavers column reports on the days from intake to the date of exit while the stayers column reports the days from intake until the last day of the reporting period.

Validation: Total number of persons served **must** be less than or equal to Q5-1. Total number of persons served.

3. Q22c reports on the length of time between Project Start Date and Housing Move-in Date for persons in RRH and PSH beginning October 1, 2018.

Validation: Total number of persons served **must** = Q5-1. Total number of persons served.

4. Q22e reports the length of time prior to housing based on the client reported response in HMIS data standard number 3.917.

Validation: Total number of persons served **must** = Q5-1. Total number of persons served.

Q23 Exit Destination

Component type: ALL

Recipients report on the destination of persons who exited the project in two tables.

1. 23a reports on exits for those clients in the project for more than 90 days.
2. 23b reports on exits for clients were in the project 90 days or less.

The exit destinations are grouped by permanent, temporary, institutional, and other destinations. Additionally, housing outcomes are now reported within this table.

Housing outcomes in the APR are consistent with the [CoC's System Performance Measures](#). HUD carefully considered each destination type to determine how to characterize them for the purpose of measuring outcomes. For Street Outreach, HUD counts a positive outcome as an exit to nearly anywhere except a place not meant for human habitation, or jail, prison, or juvenile detention facility. For all other projects, HUD's intent is to count permanent housing outcomes, so the measure only includes destination types that are considered permanent housing destinations.

HUD has excluded (subtracted from the total number of leavers) those persons who are deceased. Persons reported in four other destination types are also excluded from the calculation as the destination type as a positive outcome for these destinations can only be determined on a case-by-case basis. They include: foster care home or foster care group home; hospital or other residential non-psychiatric medical facility; Residential project or halfway house with no homeless criteria; and long-term care facility or nursing home.

Validations:

- Q23a Exit Destination – more than 90 days- **must be less than or equal to** Q5-6. Number of leavers.
- Q23b Ext Destination – 90 days or less - **must be less than or equal to** Q5-6. Number of leavers.

CSV-APR Report Data–Veterans

For projects that report at least one [veteran](#) served during the reporting period the following tables are calculated. Note: if no veterans were served the table cells may be reported as either blank or **0**. Tables are calculated the same way as the **All client** tables but are filtered to only report on those persons who were identified in HMIS as Veterans.

Q25a Number of Veterans

Recipients report on veterans served using the same methods as [Q7 Persons Served](#).

Validation: Q25a Number of Veterans - Chronically Homeless Veteran and Non-Chronically Homeless Veteran (cells B2+B3) **must** = Q5-10. Number of Veterans.

Q25b Number of Veteran Households

Recipients report on veterans served using the same methods as [Q8 Households Served](#).

Q25c Gender–Veterans

Recipients report on veterans served using the same methods as [Q10 Gender](#).

Validation: Q25c Gender – Veterans **must** = Q5-10. Number of Veterans.

Q25d Age–Veterans

Recipients report on veterans served using the same methods as [Q11 Age](#).

Validation: Q25d Age – Veterans **must** = Q5-10. Number of Veterans.

Q25e Physical and Mental Health Conditions–Veterans

Recipients report on veterans served using the same methods as [Q13 Physical and Mental Health Conditions](#).

Q25f Cash Income Category–by Entry and Latest Status Exit–Veterans

Recipients report on veterans served using the same methods as [Q18 Cash Income Categories](#).

Validation: Q25f Cash Income Categories by Entry and Latest Status Exit– Veterans **must** = Q5-10. Number of Veterans.

Q25g Type of Cash Income Sources–Veterans

Recipients report on veterans served using the same methods as [Q17 Cash Income Sources](#).

Q25h Type of Non-Cash Income Sources–Veterans

Recipients report on veterans served using the same methods as [Q20a Non-Cash Benefits](#).

Q25i Exit Destination–Veterans

Recipients report on veterans served using the same methods as [Q23 Exit Destination](#) without separate tables based on length of stay.

Validation: Q25i Exit Destinations – Veterans **must be less than or equal** to Q5-10. Number of Veterans and Percentage in Q25i cannot be greater than 100%.

CSV-APR Report Data–Chronically Homeless Persons

For projects that report at least one [chronically homeless](#) (CH) person served during the reporting period the following tables are calculated. If no CH persons were served the table cells may be reported as either blank or **0**. Chronically homeless persons are calculated in the APR based on the **Chronic Homelessness at Project Entry** method in the [HMIS Standard Reporting Terminology Glossary](#).

Q26a Chronic Homeless Status–Number of Households w/at least one or more CH person

Recipients report on CH served using the same methods as [Q7 Persons Served](#).

Validation: Q26a Number of households with at least one/or more CH Persons **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26b Number of Chronically Homeless persons by household

Recipients report on CH served using the same methods as [Q8 Households Served](#). Households are considered CH if at least one adult in the household meets the definition of CH.

Validation: Q26b Number of Chronically Homeless persons by household **must** = Q5-11. Number of Chronically Homeless Persons.

Q26c Gender of Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q10 Gender](#).

Validation: Q26c Gender of Chronically Homeless Persons **must** = Q5-11. Number of Chronically Homeless Persons.

Q26d Age of Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q11 Age](#).

Validation: Q26c Age of Chronically Homeless Persons **must** = Q5-11. Number of Chronically Homeless Persons.

Q26e Physical and Mental Health Conditions of Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q13 Physical and Mental Health Conditions](#).

Q26f Cash Income– Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q18 Cash Income Categories](#).

Validation: Q26f Cash Income– Chronically Homeless **must be less than or equal to** Q5-11. Number of Chronically Homeless Persons.

Q26g Type of Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q17 Cash Income Sources](#).

Q26h Type of Non-Cash Income Sources–Chronically Homeless Persons

Recipients report on CH served using the same methods as [Q20 Non-Cash Benefits](#).

CSV-APR Report Data–Youth

The youth subsection reports on persons from age 12 up to age 24 provided that there is not anyone in the household who is 25 or older. If no youth were served the table cells may be reported as either blank or **0**. All tables are calculated the same way as the **All client** tables but are filtered to only report on those persons who were identified in HMIS as youth as of the project entry date or the report start date, whichever is later.

Q27a Age of Youth

Recipients report on youth served using the same methods as [Q11 Age](#).

Validation: Q27a Age of Youth **must** = Q5-12. Number of Youth under age 25.

Q27b Parenting Youth

To determine a **Parenting Youth** for reporting purposes in the APR, there must be a household of only youth where at least one person (regardless of age) is identified as the child of the head of household in the HMIS.

Validation: Q27b Parenting Youth (Sum of Parent Youth <18 and Parent Youth 18 to 24) **must** = Q5-13. Number of parenting youth under age 25 w/children.

Q27c Gender–Youth

Recipients report on youth served using the same methods as [Q10 Gender](#).

Validation: Q27c Gender - Youth **must** = Q5-12. Number of Youth under age 25.

Q27d Residence Prior to Entry–Youth

Recipients report on youth served using the same methods as [Q15 Living Situation](#).

Validation: Q27d Living Situation – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25.

Q27e Length of Participation–Youth

Recipients report on youth served using the same methods as [Q22 Length of Participation](#).

Validation: Q27e Length of Participation - Youth **must** = Q5-12. Number of Youth under age 25.

Q27f Exit Destination–Youth

Recipients report on youth served using the same methods as [Q23 Housing Destinations](#) without separate tables based on length of stay.

Validation: Q27f Exit Destination – Youth **must be less than or equal to** Q5-12. Number of Youth under age 25 and Percentage in Q25I cannot be greater than 100%.

Q27i Disabling Conditions and Income for Youth at Exit

Recipients report on youth served using the same methods as [Q19b Disabling Conditional and Income for Adults at Exit](#), without separate tables based on length of stay.

Validation: Percentages cannot be greater than 100%.

SAGE VALIDATION TABLE

The CSV output for all questions must be formatted as prescribed in the [CoC APR and ESG CAPER HMIS Programming Specifications](#).

Question		Validating to Column/Row	Equation	Validation Table	Validation Message
4	HMIS Information	Project type must match component/project type funded by HUD. (Details on project type set-up in HMIS are found in Program Specific HMIS Manuals: CoC Program HMIS Manual and ESG Program HMIS Manual)			
6a	Data Quality: Personally, Identifiable Information	Percentage column	is less than or equal to 1	None	Percentage in Q6a cannot be greater than 100%.
6b	Data Quality: Universal Data Elements	Percentage column	is less than or equal to 1	None	Percentage in Q6b cannot be greater than 100%.
6c	Data Quality: Income and Housing Data Quality	Percentage column	is less than or equal to 1	None	Percentage in Q6c cannot be greater than 100%.
6d	Data Quality: Chronic Homelessness	Percentage column	is less than or equal to 1	None	Percentage in Q6d cannot be greater than 100%.
6f	Data Quality: Inactive Records: Street Outreach and Emergency Shelter	Percentage column	is less than or equal to 1		Percentage in Q6f cannot be greater than 100%.
7a	Number of Persons Served	Total/Total	Equals	Total number of persons served	Total in Q7A ({0}) must equal total persons from Q5A ({1}).
7b	PIT Count of Persons	None			
8a	Number of Households Served	Total/Total	Equals	14. Number of Adult HoH + 15. Number of Child & Unknown HoH	Total in Q8A ({0}) must equal the sum of adult heads of household plus child and unknown-age heads of household in Q5A ({1}).
8b	PIT Count of Households	None			
9a	Number of Persons Contacted	None			
9b	Number of Persons Engaged	Percentage row	is less than or equal to 1		Percentage in Q9b cannot be greater than 100%.
10a	Gender of Adults	Total/Subtotal	Equals	Number of adults (age 18 or over)	Total in Q10A ({0}) must equal total adults in Q5A ({1}).
10b	Gender of Children	Total/Subtotal	Equals	Number of children (under age 18)	Total in Q10B ({0}) must equal total children in Q5A ({1}).
10c	Gender of Persons Missing Age Info	Total/Subtotal	Equals	Number of persons with unknown age	Total in Q10C ({0}) must equal total with unknown age in Q5A ({1}).
11	Age	Total/Total	Equals	Total number of persons served	Total in Q11 ({0}) must equal total persons from Q5A ({1}).

Question		Validating to Column/Row	Equation	Validation Table	Validation Message
12a	Race	Total/Total	Equals	Total number of persons served	Total in Q12A {{0}} must equal total persons from Q5A {{1}}.
12b	Ethnicity	Total/Total	Equals	Total number of persons served	Total in Q12B {{0}} must equal total persons from Q5A {{1}}.
13a1	Physical and Mental Health Conditions at Start	None			
13a2	Number of Conditions at Start	Total/Total	Equals	Total number of persons served	Total in Q13A2 {{0}} must equal total persons from Q5A {{1}}.
13b1	Physical and Mental Health Conditions at Exit	None			
13b2	Number of Conditions at Exit	Total/Total	Equals	Number of leavers	Total in Q13B2 {{0}} must equal total leavers from Q5A {{1}}.
13c1	Physical and Mental Health Conditions for Stayers	None			
13c2	Number of Conditions for stayers	Total/Total	Equals	Number of stayers	Total in Q13C2 {{0}} must equal total stayers from Q5A {{1}}.
14a	Domestic Violence History	None	Total/Total	Equals	Total in Q14A {{0}} must equal the sum of adults plus child and unknown-age heads of household in Q5A {{1}}.
14b	Number of Persons Fleeing DV	None			
15	Living Situation	Total/Total	Equals	2. Number of adults + 15. Number of child and unknown age HoH	Total in Q15 {{0}} must equal the sum of adults plus child and unknown-age heads of household in Q5A {{1}}.
16	Cash Income - Ranges	At Start/Total Adults	Equals	Number of adults (age 18 or over)	Total at start in Q16 {{0}} must equal total adults in Q5A {{1}}.
16	Cash Income - Ranges	At latest annual assessment/Total Adults	Equals	Number of adult stayers	Total at exit in Q16 {{0}} must equal total adult leavers in Q5A {{1}}.
16	Cash Income - Ranges	At Exit/Total Adults	Equals	Number of adult leavers	Total at latest follow up in Q16 {{0}} must equal adult stayers in Q5A {{1}}.
17	Cash Income - Sources	None			
18	Client Cash Income Category - Earned/Other Income Category	At Start/Total Adults	Equals	Number of adults (age 18 or over)	Total at exit in Q18 {{0}} must equal total adult leavers in Q5A {{1}}.
18	Client Cash Income Category - Earned/Other Income Category	At latest annual assessment/Total Adults	Equals	Number of adult stayers	Total at start in Q18 {{0}} must equal total adults in Q5A {{1}}.
18	Client Cash Income Category - Earned/Other Income Category	At Exit/Total Adults	Equals	Number of adult leavers	Total stayers in Q18 {{0}} must equal total adult stayers in Q5A {{1}}.
19a1	Client Cash Income Change - Income Source - by Start and Latest Status	Percentage cells	is less than or equal to 1	None	Percentage in Q19a1 cannot be greater than 100%.

Question		Validating to Column/Row	Equation	Validation Table	Validation Message
19a2	Client Cash Income Change - Income Source - by Start and Exit	Percentage cells	is less than or equal to 1	None	Percentage in Q19a2 cannot be greater than 100%.
19b	Q19b: Disabling Conditions and Income for Adults at Exit	Percentage columns	is less than or equal to 1	None	Percentage in Q19b cannot be greater than 100%.
20a	Type of Non-Cash Benefit Sources	None			
20b	Number of Non-Cash Benefit Sources	at Start/Total Adults	Equals	Number of adults (age 18 or over)	Total at start in Q20B ({0}) must equal total adults in Q5A ({1}).
20b	Number of Non-Cash Benefit Sources	at Exit/Total	Less than or equal to	Number of adult leavers	Total at exit in Q20B ({0}) must be less than or equal to total adult leavers in Q5A ({1}).
21	Health Insurance	None			
22a1	Length of Participation – CoC Projects	Total/Total	Equals	Total number of persons served	Total in Q22A1 ({0}) must equal total persons from Q5A ({1}).
22b	Average and Median Length of Participation in Days	None			
22c	Length of Time between Project Start Date and Housing Move-in Date	Total/Total	Less than or equal to	Total number of persons served	Total in Q22C ({0}) must be less than or equal to total_persons_served in Q5A ({1}).
22e	Length of Time Prior to Housing - based on 3.917 Date Homelessness Started	Total/Total	Equals	Total number of persons served	Total in Q22E ({0}) must equal total persons from Q5A ({1}).
23c	Exit Destination – All Persons	Total/Total	Equals	Total Leavers	Total at exit in Q23C ({0}) must equal total leavers in Q5A ({1}).
23c	Exit Destination – All Persons	Percentage row	is less than or equal to 1	None	Percentage in Q23C cannot be greater than 100%.
VETERAN SUBSECTION					
25a	Number of Veterans	Total/CH Vet + Non-CH Vet	Equals	Number of veterans	Total CH vets plus non-CH vets in Q25A ({0}) must equal veterans in Q5A ({1}).
25b	Number of Veteran HH	None			
25c	Gender - Veterans	Total/Total	Equals	Number of veterans	Total in Q25C ({0}) must equal veterans in Q5A ({1}).
25d	Age - Veterans	Total/Total	Greater than or equal to	Number of veterans	Total in Q25D ({0}) must be greater than or equal to veterans in Q5A ({1}).
25e	Physical & Mental Health Conditions - Veterans	None			
25f	Cash Income Category - By Start And Latest Status Exit - Veterans	Start /Total	Equals	Number of veterans	Total in Q25F ({0}) must equal veterans in Q5A ({1}).
25g	Type of Cash Income Sources - Veterans	None			
25h	Type of Non-Cash Benefit Sources - Veterans	None			

Question		Validating to Column/Row	Equation	Validation Table	Validation Message
25i	Exit Destination - Veterans	Total/Total	Less than or equal to	Number of veterans	Total in Q25I ({}0) must be less than or equal to veterans in Q5A ({}1).
25i	Exit Destination - Veterans	Percentage row	is less than or equal to 1	None	Percentage in Q25I cannot be greater than 100%.
CHRONIC HOMELESS (CH) PERSONS SUBSECTION					
26a	Number of Households with at Least One Or More CH Persons	Total/Chronically Homeless	Less than or equal to	Number of chronically homeless persons	Total chronically homeless in Q26A ({}0) must be less than or equal to chronically homeless in Q5A ({}1).
26b	Number of CH Persons by Household	Total/Total	Equals	Number of chronically homeless persons	Total chronically homeless in Q26B ({}0) must equal chronically homeless in Q5A ({}1).
26c	Gender of CH Persons	Total/Total	Equals	Number of chronically homeless persons	Total in Q26C ({}0) must equal chronically homeless in Q5A ({}1).
26d	Age of CH Persons	Total/Total	Equals	Number of chronically homeless persons	Total in Q26D ({}0) must equal chronically homeless in Q5A ({}1).
26e	Physical & Mental Health Conditions of CH Persons	None			
26f	Cash Income - CH Persons	Start /total	Less than or equal to	Number of chronically homeless persons	Total at start in Q26F ({}0) must less than or equal to chronically homeless in Q5A ({}1).
26g	Type of Cash Income Sources - CH	None			
26h	Type of Non-Cash Income Sources - CH	None			
YOUTH SUBSECTION					
27a	Age of Youth	Total/Total	Equals	Number of youth under age 25	Total in Q27A ({}0) must equal youth under age 25 in Q5A ({}1).
27b	Parenting Youth	Total parent youth < 18 plus total parent youth 18-24	Equals	Number of parenting youth under age 25 w/children	Total parenting youth in Q27B ({}0) must equal parenting youth under 25 with children in Q5A ({}1).
27c	Gender - Youth	Total/Total	Equals	Number of youth under age 25	Total in Q27C ({}0) must equal youth under age 25 in Q5A ({}1).
27d	Living Situation - Youth	Total/Total	Less than or equal to	Number of youth under age 25	Total in Q27D ({}0) must less than or equal to youth under age 25 in Q5A ({}1).
27e	Length of Participation - Youth	Total/Total	Equals	Number of youth under age 25	Total in Q27E ({}0) must equal youth under age 25 under 25 in Q5A ({}1).
27f	Exit Destination Youth	Total/Total	Less than or equal to	Number of youth under age 25	Total in Q27F ({}0) must be less than or equal to youth under age 25 in Q5A ({}1).
27f	Exit Destination Youth	Percentage row	is less than or equal to 1	None	Percentage in Q27f cannot be greater than 100%.
27i	Disabling Conditions and Income for Youth at Exit	Percentage columns	is less than or equal to 1	None	Percentage in Q27i cannot be greater than 100%.